



## YEARLY STATUS REPORT - 2022-2023

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>		<b>MANKACHAR COLLEGE</b>
• Name of the Head of the institution		<b>DR. SANTOSH KUMAR SINGH</b>
• Designation		<b>IN-CHARGE PRINCIPAL</b>
• Does the institution function from its own campus?		<b>Yes</b>
• Phone no./Alternate phone no.		<b>03662285216</b>
• Mobile No:		<b>9435616781</b>
• Registered e-mail		<b>mankacharcollege@gmail.com</b>
• Alternate e-mail		<b>iqacmankacharcollege@gmail.com</b>
• Address		<b>P.O. MANKACHAR, DIST. SOUTH SALMARA MANKACHAR</b>
• City/Town		<b>MANKACHAR</b>
• State/UT		<b>ASSAM</b>
• Pin Code		<b>783131</b>
<b>2.Institutional status</b>		
• Affiliated / Constitution Colleges		<b>Affiliated College</b>
• Type of Institution		<b>Co-education</b>
• Location		<b>Rural</b>

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	GAUHATI UNIVERSITY				
• Name of the IQAC Coordinator	MD. MUKTAZUR RAHMAN KAZI				
• Phone No.	03662285216				
• Alternate phone No.	03662285216				
• Mobile	9435642964				
• IQAC e-mail address	iqacmankacharcollege@gmail.com				
• Alternate e-mail address	mankacharcollege@gmail.com				
<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://mankacharcollege.org/pdf/AQAR/2021-22.pdf">http://mankacharcollege.org/pdf/AQAR/2021-22.pdf</a>				
<b>4. Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://mankacharcollege.org/pdf/a/c/2022-23.pdf">http://mankacharcollege.org/pdf/a/c/2022-23.pdf</a>				
<b>5. Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B+	2.57	2016	16/09/2016	15/09/2021
<b>6. Date of Establishment of IQAC</b>			07/11/2003		
<b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Institutional 1	Fee Waiver	State Govt.	2023 (for 2022)	2276573	
Institutional 1	RUSA 2.0	Centre + State	2023	5000000	
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of			<a href="#">View File</a>		

IQAC		
<b>9.No. of IQAC meetings held during the year</b>	<b>08</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>No</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
? The IQAC always strives for the improvement of ICT facilities in the institution. Accordingly, to provide computer education to the students, 25 Nos. of new computers have been purchased with RUSA grants.		
? Took active role in the preparation of reports for AISHE, NIRF, IDP for NEP 2020, NAAC, etc.		
? Submitted AQARs for 2018-19, 2019-2020, 2020-2021 & 2021-22.		
? Collected students' feedback on different aspects of the teaching-learning process and also encouraged the faculty members for proper and timely mentoring of the students for their all-round development.		
? In order to foster research and innovative skills among teachers and students, a Research and Development Cell (RDC) has been created in the college in accordance with the UGC Notification (Dated: 6th December, 2022).		
<b>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</b>		

Plan of Action	Achievements/Outcomes
Submission of pending AQARs	AQARs of previous years (2018-2019 to 2021-2022) has been prepared and uploaded on the NAAC portal.
To improve the computer laboratory by replacing the damaged computers and impart computer education to the students.	25 Nos. of new computers have been purchased with RUSA funds, and a Coordinator has been appointed for imparting computer education to the students.
Collection of students' feedback and mentoring of students.	Students' feedback has been collected and analysed and, interventions have been chalked out for improvement where required. Besides, faculty members have been encouraged for proper and timely mentoring of the students for their all-round development.
Reconstruction of Cells and Committees	To ensure the seamless and effective management of college activities, a number of Cells and Committees in the college have been restructured. Additionally, it provides faculty members with the opportunity to enhance and cultivate their extracurricular expertise and administrative aptitude.
To encourage the faculty members to participate in various Short-Term Courses (STC), Faculty Development Programmes (FDP), as well as to publish book chapters/book with ISBN, and research papers /articles in UGC listed journals.	A number faculty members have participated in UGC sponsored STC, FDP and other professional development programmes. Number of publications by faculty members of the college in UGC care listed/Scopus journals has also been increased.
Introduction of Add-on course (at least one by each department)	Partially achieved

<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Governing Body	30/12/2023
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2021-2022	09/01/2023
<b>15. Multidisciplinary / interdisciplinary</b>	
<p>Mankachar College, being an affiliated institution of Gauhati University, adheres to the CBCS curriculum designed by Gauhati University for its undergraduate courses. The multidisciplinary and interdisciplinary approaches are inherent to this curriculum. Our highly skilled faculty members teach students with a focus on both multidisciplinary and interdisciplinary views. The College's Central Library is equipped with a wide range of literature and references to support the Multidisciplinary and Interdisciplinary approaches to teaching. The Institution has a continuous tradition of organising interdisciplinary Seminars and similar events that attract participation across disciplinary divides.</p>	
<b>16. Academic bank of credits (ABC):</b>	
<p>The institution at present don't have academic bank of credits. It will be implemented very soon once the affiliating university implements the NEP 2020 and issues necessary directives.</p>	
<b>17. Skill development:</b>	
<p>As the college is affiliated to Gauhati University, it implemented the Choice Based Credit System (CBCS) in undergraduate level beginning with the academic session of 2018-19. Skill Enhancement Courses, which are either skill-based or value-based, are offered during undergraduate (B. A., B. Com. &amp; B.Sc.) third and fourth semesters of CBCS. All the undergraduate students are required to complete a minimum of two SEC courses, each worth 4 credits, in order to fulfil the requirements of the programme.</p>	
<b>18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture,</b>	

**using online course)**

The college has a B. A. programme in Indian Language (Assamese). Moreover, the college offers education mainly in a bi-lingual mode. The two main languages used to impart education are English and Assamese. Occasionally, teachers also use Bengali or regional dialects to accommodate pupils who struggle with comprehending English and Assamese. The objective is to ensure that students comprehend the content being taught.

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

The emphasis on outcome-based education is upheld by effectively coordinating the Academic Calendar and Curricular Progression. This includes creating a Teaching Plan at the beginning of each session and allocating the syllabus according to the teaching expertise and specialisation. Furthermore, the institution evaluates the students' progress in their knowledge, skills, and understanding of the courses taught by conducting regular assessments and gathering feedback from the students. The three-year degree courses of B.A. and B.Sc. are designed in a manner that allows for the assessment of outcomes based on the development of knowledge, comprehensive understanding, and analytical abilities. The different Departments and Cells of the college organise seminars, discussions, and other events to promote a comprehensive multidisciplinary approach to studying among students. In addition to regular classroom instruction, the NSS and NCC units regularly organise campaigns, field activities, and awareness programmes to improve the society. The different cultural events, field works, and educational excursions aid students in comprehending the significance of conserving our natural and national resources. The inclusion of students from diverse socio-economic and cultural backgrounds, as well as the presence of multiple genders and the implementation of gender awareness programmes, along with addressing mental health concerns, contribute to the establishment of a democratic campus with responsible citizens for the future. Additionally, these efforts help train students to embrace an all-inclusive outcome-based educational system.

**20.Distance education/online education:**

The college houses study centres affiliated with the Centre for Distance and Open Education (CDOE) under Gauhati University and Krishna Kanta Handiqui State Open University (KKHSOU). These study centres provide undergraduate (UG) and postgraduate (PG) courses in both distance and online modes.

**Extended Profile**

<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>202</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>679</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>302</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>138</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>27</b>
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	<b>29</b>

Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	20
4.2 Total expenditure excluding salary during the year (INR in lakhs)	77.13
4.3 Total number of computers on campus for academic purposes	40

## 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

The institution strictly adheres to the curriculum prescribed by its parent university. The Academic Council of the college, in association with the IQAC, prepares the Academic Calendar, Prospectus, and Class Routine for each academic year or semester prior to the commencement of classes. In order to allocate classes to teachers, the Central routine is shared with all the departments of the college. The departmental heads (HOD) of each department distribute classes for their departmental colleagues and prepare a departmental routine through a meeting called for this purpose. Faculty members make their Teaching Plan at the beginning of the session and diligently update their Class Diary on a daily basis. Additionally, each month, faculty members provide the IQAC with their Monthly Progress Report. A range of instructional methods are utilised to deliver the curriculum. These include traditional blackboard instruction, Power Point presentations, model displays, e-resources, student seminars, and field visits. Seminars, quizzes, group discussions, and other activities are organised by the faculty to enhance the students' understanding of the subject matter, as well as to bolster their confidence and aptitude for effective communication. Students are also assigned home assignments, which

they must submit to their respective teachers for assessment and feedback.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://mankacharcollege.org/pdf/ac/2022-23.pdf">http://mankacharcollege.org/pdf/ac/2022-23.pdf</a>

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

The academic calendar of the institution is a customized version of the academic calendar of the affiliating university. Although the academic calendar of the affiliating university is followed, the college maintains its own version that includes many key events. A soft copy of the Academic Calendar is uploaded on the college website for the benefit of all stakeholders. The academic calendar includes all the information on the number of working days, holidays, semester breaks, examinations, and so on. It specifies the timing of sessional examinations as well as tentative date of the end-semester examinations. It also the schedule of the Annual College Week and the election timetable for the Mankachar College Students' Union. Annual Quality Assurance Report of Mankachar College also includes the programme of events, including College Foundation Day, Freshmen Social, Literacy Day, and major international events and days. The college makes every effort to follow the academic calendar in letter and spirit. Furthermore, each department develops its own course and lesson plans based on the institutional academic calendar.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="http://mankacharcollege.org/pdf/ac/2022-23.pdf">http://mankacharcollege.org/pdf/ac/2022-23.pdf</a>

**1.1.3 - Teachers of the Institution participate in C. Any 2 of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**

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

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

## 1.2 - Academic Flexibility

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

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

19

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

06

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

195

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

195

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

**Professional Ethics:** The institution has an Internal Quality Assurance Cell (IQAC) and an Academic Council in place to ensure the punctuality, discipline, regularity, and responsibility of the faculty members in upholding professional ethics. In addition, the college's website presents the codes of conduct for students, teachers, and non-teaching staff, which are mandatory for everyone to adhere to.

**Gender:** Several activities are held on a regular basis by the IQAC, Women Cell, NSS unit, and Extension Cell of the college to raise awareness about gender problems and women's empowerment. Gender discrepancies are widely represented in some Education and Political Science courses.

**Human Values:** Justice and equality, culture, discrimination, tolerance for racial diversity, human rights, civic responsibilities and obligations, and many other topics are covered in core and elective papers in Assamese, Education, English, and Political Science. Different programmes conducted by NSS, N.C.C. etc. as well as national celebrations like Independence Day, Republic Day, etc. serve as a platform to develop patriotic and moral values in students.

**Environment and Sustainability:** In order to raise awareness of environmental issues and concerns, all undergraduate students are required to take a compulsory course on "Environmental Studies"

during their second semester. Furthermore, the NSS Unit, Eco Club and College Environment and Climate Cell of the college undertake various programmes to promote environmental awareness and sustainability.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

08

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

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

331

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

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

C. Any 2 of the above

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

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="http://mankacharcollege.org/pdf/Feedback-Report-2022-23.pdf">http://mankacharcollege.org/pdf/Feedback-Report-2022-23.pdf</a>

## 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**

720

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

## 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

40

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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 faculty members of the institution are really passionate about assisting students in whatever manner they can think of so that they can succeed. There is a significant difference between what students study in the UG courses, especially, honours course and what they learn in Higher Secondary level, therefore teachers put in a lot of time to familiarise students with the course materials and syllabi. In order to assess the students' level of learning, the faculty members of the institution maintain constant communication with the students and try to track their progress. The institution offers various assessment methods such as unit tests, class tests, and sessional tests. It also assigns home assignments and organises departmental seminars, group discussions, and field studies for all students. Through these activities, the institution identifies students who excel or struggle and develops tailored plans to bring them up to at least the average standard. The faculty members assist advanced learners by offering supplementary resources such as e-books, e-journals, and self-created materials to enhance their excellence. Similarly, students who have difficulty learning at a normal pace receive additional support through remedial classes, tutorial classes, counselling sessions, and the option for peer tutoring to enhance their level of understanding.

File Description	Documents
Link for additional Information	<a href="#">Nil</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
679	27

File Description	Documents
Any additional information	<a href="#">View File</a>

## 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 has maintained a good teaching-learning process in accordance with the affiliating university. While traditional teaching methods, such as classroom lectures and discussions using whiteboards and charts, are still being used, there is a growing focus on modern methods like experiential learning, participative learning, and problem-solving methodologies. This shift aims to transform the teaching-learning process from being teacher-centered to student-centered. The contemporary approach is implemented through project-based learning, field study, seminar participation, group discussion, and assignment submission. The college has emphasised the use of ICT-based learning methods to bolster, enrich, and optimise the transfer of knowledge. The institution offers modern teaching facilities such as interactive whiteboards, LCD projectors, and more. There is a computer laboratory equipped with 40 computers with internet connection. This facility serves the purpose of providing students with both fundamental computer knowledge and the ability to access online resources. The institution possesses a comprehensive and technologically advanced library, which contains around 36,517 books including a wide range of subjects in the fields of science and humanities. It consistently subscribes to around 05 periodicals, including 04 daily regional and national level newspapers in both Assamese and English. The students have convenient access to various books, periodicals, newspapers, and other related materials. In addition, each department possesses its own library. The Departmental Library is accessible to all

students, particularly those enrolled in the Honours course.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">Nil</a>

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

The institution encourages the use of ICT for the enhancement of teaching learning process. For effective teaching-learning, the college is facilitating ICT based classroom atmosphere with the help of audio-visual teaching facilities like teaching with the aid of power board, LCD projector etc. Almost all the teachers are involved with this practice. The college has a smart classroom which helps this process. ICT based tools was the only mood of teaching and learning during Covid pandemic situation from 2020 - 2021. The teachers use virtual platforms e.g., Google class room, Google Meet, Zoom etc. for conducting online classes and other student related activities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="http://mankacharcollege.org/ICT-Facilities.php">http://mankacharcollege.org/ICT-Facilities.php</a>

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

27

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

17

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 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

09

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

### 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

238

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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 institution has a transparent and robust mechanism where continuous internal evaluation is concern. The institution follows the guidelines and instructions of the affiliated university. The college conducts one sessional examination for each semester. For smooth functioning of the process of examination and evaluation, an Internal Examination Committee is constituted with two or more teachers as AOCs after discussion in the staff meeting. In the meeting, tentative date and schedule are also fixed and after that question papers are set by the faculty members under the guidance of HoDs of the concerned departments maintaining confidentiality. Students are well informed about the syllabus, question pattern and mark distribution before the examination. The answer scripts are evaluated within stipulated time by the concerned departments. Results are notified in the departmental notice board and answer scripts are shown to the students in case of any query or doubt. Besides sessional examination, the departments also conduct class/unit tests, arrange departmental seminars, group discussion or home assignment for offering marks of internal assessment. So far as examination and evaluation reform is concerned, the college tries to implement effectively all the reform measures regarding syllabus designing, setting of question paper, conducting of examination etc. adopted by the Gauhati University.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">Nil</a>

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

The college follows the guidelines and instructions of the affiliating university for smooth conduction of the examinations. As

the affiliating university instructs the rules and regulations hardly, there is any scope for grievances related to the examination. As a part of internal assessment for student's progress and performance, sessional examination plays an important role. A transparent mechanism is followed in conducting internal assessment process. Despite of this, if any grievances or queries of the students related to the examination matters arise, the Grievance Redressal Cell of the college sincerely tackles such issue and resolved in a time bound and efficient manner. Students are shown their internal examination answer scripts in case of any doubt. There is also provision of re-evaluation of answer scripts, if necessary. In addition, as a part of internal assessment the students are entrusted with home assignment, class test and group discussions. The marks of the internal assessment are allotted on the basis of sessional examination, attendance of the students in the class and home assignments. Students who fail to attend the sessional test on valid ground are given a chance to appear in the sessional examination which is specially conducted for them.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">Nil</a>

## 2.6 - Student Performance and Learning Outcomes

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

The various programmes and courses are offered by the institution as per the guidelines of the parent university and are communicated to the teachers and students by the college through the annual prospectus and the academic calendar as well as the college website, which gives complete information about the various programmes and its outcomes to the teachers and the students. The college aims at promoting all round development of the learners of the locality. At the beginning of the session, the students are made aware of the syllabus, selection of the subjects and the programme outcomes of the courses and the programme offered by the college. The students are motivated towards effective learning. The college has a feedback mechanism to evaluate the learning outcomes of the students. The programmes and the courses laid emphasis on inculcating comprehensive knowledge and understanding of the concerned course/subject as well as societal, moral and ethical values to develop the students into complete human being worthy for the

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

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://mankacharcollege.org/pdf/COURSE-PROGRAMME-OUTCOME.pdf">http://mankacharcollege.org/pdf/COURSE-PROGRAMME-OUTCOME.pdf</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

The final results or grade points achieved by the students determine the accomplishment of the programme outcome and course outcome of the courses. The findings are documented in the department and discussed at both the departmental and Academic Council meetings. The department also keeps track of students' progress to further education and job placement once they graduate from college. IQAC also collects and analyzes student feedback reports for CO and PO achievement.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="#">Nil</a>

**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**

**124**

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

## 2.7 - Student Satisfaction Survey

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

<http://mankacharcollege.org/pdf/sss/2022-23.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)	<a href="#">View File</a>

**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)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	<a href="#">Nil</a>

### 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

06

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)	<a href="#">View File</a>

### 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

06

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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

05

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

In order to raise students' awareness of community requirements and promote the institute's neighborhood community, the college organizes a variety of extension activities. Our college students engage in social service activities on a regular basis, which contributes to their holistic development. It is a process of 'giving back to the community' and 'helping the community' by understanding, assessing, implementing, and establishing a positive social environment with the assistance of our students and other stakeholders. The extension activities are usually carried out by the college's Extension Service Cell, NSS, NCC, and Women Cell. Through these Cells and Units, the college undertakes various extension activities like "Awareness Programmes to Stop Drug Abuse", "Awareness Programmes to Stop Child Marriage", "Awareness Programmes to Stop Domestic Violence and Sexual Harassment", "Awareness Programmes to Stop Child Labour", "Health and Hygiene", "Beti Bachao Beti Padao", "Tree Plantation", "Swachchata Abhiyaan", and many more.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1rfexm5aWCXG5n9Xya4PKrqTLRDGOaiPS/view?usp=drive_link">https://drive.google.com/file/d/1rfexm5aWCXG5n9Xya4PKrqTLRDGOaiPS/view?usp=drive_link</a>
Upload any additional information	<a href="#">View File</a>

**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)	<a href="#">View File</a>
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**

62

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**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**

4243

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)	<a href="#">View File</a>

### 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

04

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

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

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

0

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

## 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 institution is constantly creating and improving its infrastructure. Despite the fact that the college was founded more than 50 years ago, it is capable of meeting the demands of current teaching and learning standards in the institution. The college places great importance on the upkeep of sufficient infrastructure and other physical facilities to ensure a conducive environment for teaching and learning. There are 09 large classrooms for general

classes and more than 10 small classrooms for conducting honours classes. The institution possesses four well-equipped laboratories in the science stream. The classrooms and laboratories are adequately illuminated and furnished with appropriate furnishings for both students and teachers. In addition, the institution has an ICT-enabled smart classroom and a computer laboratory equipped with an ample number of PCs. The institution has four spacious lecture rooms that serve as venues for regular classes, as well as special lecture sessions, seminars, and other events. The college maintains these infrastructures with the assistance of the administrative staff and other cells and committees in the college.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">Nil</a>

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

Mankachar College has good facilities for cultural activities, games and sports. The college is equipped with ample space and facilities for various sports such as basketball, volleyball, badminton, kabaddi, javelin, shot-put, etc., and a wide range of indoor games. Because the institution lacks a large playground, races, football, and cricket are held at the neighbouring playground of JM H.S. School. There is one basketball court and two volleyball courts at the college. There is one basketball court and two volleyball courts at the college. Our institution has a Multi Gym where interested students may practise frequently both in the morning and afternoon. The college conducts different cultural activities, games, and sports throughout the year, notably during the Annual College Week, where all students have the opportunity to showcase their talents. The students of the institution, under the guidance of faculty members, arrange cultural events on special occasions such as Freshmen Social, Independence Day celebration, Republic Day, Gandhi Jayanti, Teachers' Day, Saraswati Puja, etc. During the Annual College Week, our students showcase a diverse range of cultural activities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">Nil</a>

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

02

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

02

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://mankacharcollege.org/ICT-Facilities.php">http://mankacharcollege.org/ICT-Facilities.php</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

0.52

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

With a collection of more than 36,000 volumes, including both textbooks and reference books, the college library is an excellent resource facility. The college library subscribes to periodicals, newspapers, and journals as well. The majority of the materials included in the Central Library are textbooks, reference books, periodicals, publications, and newspapers. Additionally, the college maintains membership in NLIST, which grants its members access to a collection of e-journals and e-books. The library is partially automated using SOUL Library Management Software. All the books in the collection have been put into the software's database. The Librarian, together with one contractual library assistant and one library bearer, provides services to the readers in the central library of the college. In addition to this central library, there are also micro departmental libraries in nearly all of the departments.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="http://mankacharcollege.org/library.php">http://mankacharcollege.org/library.php</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** C. Any 2 of the above

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

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

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

2.05

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)	<a href="#">View File</a>

#### 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

60

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

The institution regularly updates its IT infrastructure. The college provides internet connectivity to all faculty members across all departments for academic use. Internet connection is available at the College office, the principal's chamber, and the Central Library of the college. Also, the campus is equipped with Wi-Fi connectivity. Teaching facilities include the availability of LCD projectors. Obsolete computers are substituted with new ones. The institution's office is partially automated, with all crucial information and papers saved digitally on computers. The Central Library of the college is also largely automated and has been utilising Integrated Library Management System (ILMS) SOUL 2.0 since 2016. The college library has NLIST membership and subscription under e-Shodh Sindhu. The college possesses an ICT-enabled smart classroom which large enough to accommodate about 120 students, as well as an ICT-enabled conference hall. The college's entry and exit points, Principal's Office, Central Library, and most of the classrooms are monitored by CCTV camera system.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://mankacharcollege.org/ICT-Facilities.php">http://mankacharcollege.org/ICT-Facilities.php</a>

#### 4.3.2 - Number of Computers

40

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)

26.5

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)	<a href="#">View File</a>

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

The college has a well-developed mechanism to organize all the works regarding the maintenance of physical, academic and support facilities of the college. Designated staff supervises the day-to-day maintenance of the institution's infrastructural facilities. The library of the college is maintained by the Librarian with one library assistant and a library bearer. Although the science stream is yet to be Provincialised, the laboratories are maintained by the teachers of the concerned department with the help of the laboratory bearers. The games and sports facilities and the gymnasium are look after by the teacher in-charge for games and sports with the help of non-teaching staff of the college. To look after and maintain the computer laboratory of the college, the principal has entrusted the responsibility to a faculty member as Coordinator. In order to look after the academic aspects, an academic committee is formed headed by one professor in charge. Equipments like power generator, xerox machine, drinking water purifier, electrical equipments, and so on are serviced regularly. Moreover, all the facilities and infrastructures in the college are regularly supervised by the Principal and designated staffs and committees for regular maintenance. A Purchase and Construction Committee is there in the college which approves all the purchases with regard to maintenance, renovation and new construction of infrastructure and academic support facilities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://mankacharcollege.org/Maintaining-and-Utilisation.php">http://mankacharcollege.org/Maintaining-and-Utilisation.php</a>

## 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

653

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)	<a href="#">View File</a>

### 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)	<a href="#">View File</a>

**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)	<a href="#">View File</a>

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

05

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

05

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)	<a href="#">View File</a>

**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

03

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
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

17

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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**

02

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

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

02

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)	<a href="#">View File</a>

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 )

The students' council, known as the "Mankachar College Students' Union" (MCSU), is an essential entity that advocates for the interests and concerns of students on academic and administrative committees within the institution. The MCSU serves as an intermediary between the student body and the college administration, facilitating effective communication and ensuring that students have a say in the decision-making process. The MCSU consists of 12 office bearers, elected on a yearly basis by a direct voting system, in compliance with the MCSU Constitution and guidelines prescribed by the relevant authority.

The MCSU is involved in a variety of initiatives aimed at improving students' overall college experience. They serve as a bridge between students and the college administration, conveying student feedback and suggestions. By actively representing the student body, the MCSU ensures that the college administration is aware of the needs and aspirations of the students they serve. The MCSU has been actively involved in all student-related events such as the institution's Foundation Day, Annual College Week, Cultural Programmes, Freshmen Social, Farewell, Saraswati Puja, Milad-un-Nabi, Gandhi Jayanti, Independence Day, Republic Day, and so on, as well as various inter-college competitions. In addition to these, the MCSU offers help and cooperates in other activities such as seminars, workshops, field excursions, and educational tours organised by the institution.

File Description	Documents
Paste link for additional information	<a href="http://mankacharcollege.org/MCSU.php">http://mankacharcollege.org/MCSU.php</a>
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

20

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

## 5.4 - Alumni Engagement

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

The institution's Alumni Association plays an important role in the

continual development of the college. It is not yet registered, but the registration procedure is underway. The distinguished alumnae are frequently invited as guest speakers at various college events, where they share their professional and entrepreneurial success to inspire and motivate the students. In addition to their physical visit to the college, the Alumni Association also maintains an active presence on various social media platforms to stay connected with the institution. The Association periodically organises significant and purposeful events for the alumni to enhance their involvement with the Alumni Association and establish a strong connection with the college. Moreover, the institution maintains frequent communication with the Alumni Association and actively solicits their opinion and involvement in different activities and events.

File Description	Documents
Paste link for additional information	<a href="http://mankacharcollege.org/Alumni.php">http://mankacharcollege.org/Alumni.php</a>
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

Since the inception of the institute, the vision of the college has been to impart quality higher education to poor students and the women folk of the socially and economically backward area. Specifically targeted were the inhabitants of the small town of Mankachar and its neighbouring rural areas. The institution today emphasizes on strengthening women's enrolment and aims to eradicate gender inequality. The college envisions to provide equal opportunity to all aspiring learners and therefore strives to accommodate innovative ideas and research activities. The college supports the development of critical thinking skills, development of ethical values (moral as well as social), and grooms the students

not only for future employment opportunities but also as employment generators.

The Governing Body being the highest authority of the college plays a vital role in the development of the college. The Governing Body approves the policies undertaken by the college as per the rules of the Government of Assam and the UGC.

The college has a perspective plan of developing more infrastructures and upliftment of academic aspects through research and innovative practices focused on skills and entrepreneurship. The teachers actively participate in all the academic activities and cooperate in administrative issues. Furthermore, the teachers represent various committees and cells of the college.

File Description	Documents
Paste link for additional information	<a href="http://mankacharcollege.org/index.php">http://mankacharcollege.org/index.php</a>
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 Institute embraces decentralisation and participatory management. Before implementing any significant measure related to college infrastructure development, introduction of new courses, or budget allocation to various college activities, the Principal holds meetings with various stakeholders such as teachers, non-teaching staff, students' council, and the Alumni Association. All major decisions are made after extensive consultation with the Governing Body of the college.

Decentralisation has occurred in the administrative section. For the academic and administrative operations of the institution to run smoothly, various committees and subcommittees have been constituted. The committees oversee the growth and development of the institution, create a more conducive environment for learning, and, most importantly, ensure a consistent improvement of the teaching-learning process.

The administration and faculty of this college engage in regular communication with the representatives of the students' council. It is beneficial to gain a deeper understanding of the psychology, aspirations, and challenges of the students. The students'

perspectives are duly considered when devising policies aimed at enhancing the quality of academic and administrative affairs, as well as the overall development of the college. Moreover, the students' council is formed annually in accordance with democratic principles. In order to foster leadership qualities among students and promote decentralisation, the Secretaries of various portfolios of the students' council are entrusted with the responsibility to lead various programmes and events conducted in the college, including Annual College Week, Saraswati Puja, Freshmen Social, and all other celebrations and events.

File Description	Documents
Paste link for additional information	<a href="http://mankacharcollege.org/index.php">http://mankacharcollege.org/index.php</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Consistent with the institution's vision and mission, the college has a strategic plan that is being implemented. At the commencement of each academic session, different cells and committees of the college prepare a strategic plan of events and activities aimed at fostering the growth and development of the college. The IQAC suggests and executes various activities to enhance the quality of teaching-learning process. The Governing Body gives suggestions and monitors the procurement, introduction of new programmes and welfare activities.

The college has employed its own strategies for quality assurance in the area of teaching and learning. The IQAC along with the Academic Council of the college acts as the monitoring system of academic activities. At the beginning of the academic session, the HODs distribute different portions of the syllabus to the teachers in their respective departments and supervise the progress of the syllabus and collect, inspects and submits the monthly progress reports to the IQAC. On the basis of the reports, the IQAC and Academic Council sits and discusses major points with different teachers which aids in contributing to the improvement of the teaching quality among the teachers. This exercise plays a decisive role in enhancing the quality of teaching and learning.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="http://mankacharcollege.org/index.php">http://mankacharcollege.org/index.php</a>
Upload any additional information	No File Uploaded

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

The Governing Body is the highest authority in the hierarchy of the entire organizational structure and it takes the leading role in decision making process. The principal acts as the secretary to the Governing Body. The academic and administrative plans and policies are administered by the principal. plans and policies with the help of different committees, units and cells like IQAC, Academic Council, Examination Committee, Grievance Redressal Cell, Career Guidance Cell, Admission Committee, Cultural Committee, Campus Beautification Committee, Anti Ragging Cell, Women Cell, NCC, NSS, etc.

The College follows the rules and regulations of the UGC, The Department of Higher Education, Govt. of Assam and the affiliating Gauhati University. Employees of the college are regulated as per provincialisation of College Employees Act, 2005 and the College Service Conduct rule. Teaching and non-teaching staffs are recruited as per Govt. rules and procedures. All fresh recruitments are made in a transparent manner by giving advertisement in widely circulated newspaper and college website. Promotion of faculty members is governed by the rules and guidelines of state govt. under Career Advancement Scheme (CAS) and promotion to non-teaching staff is accorded as per vacancy and seniority. In both cases, the college recommends promotion for the approval of Director of Higher Education.

File Description	Documents
Paste link for additional information	<a href="http://mankacharcollege.org/index.php">http://mankacharcollege.org/index.php</a>
Link to Organogram of the Institution webpage	<a href="http://mankacharcollege.org/Administrative-Set-Up.php">http://mankacharcollege.org/Administrative-Set-Up.php</a>
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

B. Any 3 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)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

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

Welfare schemes available for teaching & nonteaching staff of the college:

Government schemes:

- Maternity Leave
- Child Care Leave
- Casual Leave
- Earned Leave
- House Rent Allowance
- Group Insurance
- Medical Allowance
- Gratuity
- Earned leave encashment.
- Grants for research projects and support for hosting seminars,

conferences, and workshops within the campus.

There is a welfare fund namely "Mankachar College Employees Mutual Benefit Fund" created by the teaching and non-teaching staff of the college. The members contribute to the fund every month and they can take loans from the said fund at nominal rate of interest as and when required. Moreover, in accordance with established regulations and protocols, the administration of the college consistently strives to fulfil the requirements of all the employees of the institution.

File Description	Documents
Paste link for additional information	<a href="#">Nil</a>
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)	<a href="#">View File</a>

### 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

02

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)	<a href="#">View File</a>

### 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

10

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)	<a href="#">View File</a>

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

The college has a performance-based appraisal system in place to assess the performance of teaching staff on a regular basis. At the end of the academic year, faculty members are required to fill up the Academic Performance Indicator (API) format. In this regard, the PBAS proforma designed by the UGC is used. Teaching staff first compute their API scores, which are then scrutinised by the IQAC

before being finalised by the principal based on the documental evidences provided by the teachers. When assessing the performance of teaching staff, a range of factors are considered. These include scholarly publications, participation in orientation courses, refresher courses, faculty development programmes, extracurricular activities, and activities related to extension and professional development. Participation and presentations in academic seminars, workshops, and symposia, articles and chapters published in academic journals, books, etc. are also taken into account. Additionally, it depends on his or her relationships with students, colleagues, and college management. The performance appraisal system for non-teaching personnel is based upon a variety of factors, including but not limited to regularity, punctuality, performance of responsibilities, leadership skills, interpersonal skills, job knowledge, and understanding.

File Description	Documents
Paste link for additional information	<a href="http://mankacharcollege.org/igac.php">http://mankacharcollege.org/igac.php</a>
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 college maintains an efficient and effective utilisation of the available financial resources through the implementation of an effective internal control system. The office maintains and records the accounts relating to the use of funds under the strict supervision of the principal. The same must be presented by the principal at the Governing Body meeting for approval and information.

The utilisation of funds and other financial aspects are subject to both internal and external audit. The college adheres to the instructions and suggestions provided by the auditors. The college has entrusted Nath and Sarma Associates, a C.A. firm, with the responsibility of conducting internal audits for some specific expenditures. The internal audit report is presented to the Governing Body for approval. The internal audit work has been updated for the financial year 2022-23.

The institution undergoes an external audit conducted by Local

Audit, a governmental entity. The external audit report must also be presented to the Governing Body for both information and approval. If any complaints arise, the college addresses them. The task has been completed up to the financial year 2021-22.

File Description	Documents
Paste link for additional information	<a href="http://mankacharcollege.org/Maintaining-and-Utilisation.php">http://mankacharcollege.org/Maintaining-and-Utilisation.php</a>
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)	<a href="#">View File</a>

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

The primary funding sources for the college consist of the Assam government, UGC, and RUSA. The funds are received under various heads, including salary expenditures and development works. The primary emphasis of the institution's resource mobilisation policy and procedures is on achieving development objectives while upholding principles of accountability, responsibility, and transparency. Additionally, the college generates funds through student fees. The funds acquired from the fees are allocated towards the upkeep and diverse enhancements of the institution.

File Description	Documents
Paste link for additional information	<a href="http://mankacharcollege.org/Maintaining-and-Utilisation.php">http://mankacharcollege.org/Maintaining-and-Utilisation.php</a>
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

Since its inception on November 7, 2003, the IQAC of Mankachar College has been an active participant in the design and maintenance of quality assurance across all aspects of the institution. The IQAC oversees all academic and administrative activities of the college and has been working to foster an environment that is conducive to the development and attainment of quality education as well as the holistic growth of the students. IQAC maintains a comprehensive log of the institution's activities and generates the Annual Quality Assurance Report (AQAR) for the NAAC using the documents and evidence in its possession. In addition, the IQAC promotes faculty engagement in research-related endeavours and publications in academic journals and books. Faculty participation in Orientation/Refresher Courses, the Faculty Development Programme, Short Term Courses, and similar initiatives are also encouraged. The IQAC meets on a regular basis to review various measures relating to quality enhancement, a report on activities completed, challenges encountered during programme execution, and plans for the institution's future development.

File Description	Documents
Paste link for additional information	<a href="http://mankacharcollege.org/iqac.php">http://mankacharcollege.org/iqac.php</a>
Upload any additional information	No File Uploaded

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

The IQAC coordinates with all the HODs regarding the submission of the annual teaching plan at the commencement of each academic session. The HODs are responsible for overseeing the implementation of the teaching plan and the timely completion of the syllabus. By

reviewing the teachers' diaries weekly or monthly, the principal, who serves as the chairperson of the IQAC, also monitors the teachers' progress in accordance with the plan. The IQAC evaluates the teaching-learning process, operational structures and methodologies, and learning outcomes as follows:

- The IQAC implements measures to enhance teaching methodologies through the use of ICT, electronic materials in the library, etc.
- The Head of the Departments is responsible for overseeing the implementation of the Annual Teaching Plan and evaluating student performance through class tests, quizzes, and other methods. Tutorial classes and supplementary classes are organised to ensure the timely completion of the syllabus and assist the slow learners through remedial classes.
- The IQAC maintains a comprehensive record of students' performance in both sessional and semester end examinations in order to assess the students' learning outcomes.
- The IQAC collects students' feedback on the academic and co-curricular activities of the institution to identify areas that require improvement in order to enhance the effectiveness of the teaching-learning process.
- The IQAC also scrutinizes the Annual Performance Appraisal Reports of the faculty members under Career Advancement Scheme (CAS).

File Description	Documents
Paste link for additional information	<a href="http://mankacharcollege.org/iqac.php">http://mankacharcollege.org/iqac.php</a>
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	<a href="http://mankacharcollege.org/pdf/AQAR/2021-22.pdf">http://mankacharcollege.org/pdf/AQAR/2021-22.pdf</a>
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)	<a href="#">View File</a>

## 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

Mankachar College is a co-educational institution that places a strong emphasis on gender equality. The institution regularly hosts a number of gender equity programmes for gender sensitization. Individuals are treated equally regardless of their gender, race, caste, creed, or religion. The institution provides a congenial and safe atmosphere for both boys and girls, and CCTV cameras are installed in and outside the college's classrooms to that end. There are separate common rooms for boys and girls. For female faculty members, there is a day care centre. During Annual College Week, the college hosts literary, cultural, and sporting events, and it encourages females to take part in order to promote gender equality. Moreover, the college allows female students to contest for every position in the Mankachar College Students' Union. The institution also enrolls a number of female cadets in the NCC wing, as well as female volunteers in the NSS unit. The Women Cell of the institution actively conducts several counselling and awareness programmes on women's empowerment, gender equality, and domestic violence, etc. Each year, as part of the International Women's Day celebration on March 8th, guest speakers from important professions are often invited to speak on women's rights, duties, and issues pertaining to women in order to raise awareness among female students and staff members on these topics.

File Description	Documents
Annual gender sensitization action plan	<a href="https://drive.google.com/file/d/1-jVEPm7sOowkr96xTnCZLtMM2FQrVaxa/view?usp=drive_link">https://drive.google.com/file/d/1-jVEPm7sOowkr96xTnCZLtMM2FQrVaxa/view?usp=drive_link</a>
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	<u>Nil</u>

**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

The institution takes all necessary and safety measures to ensure that plastics and hazardous materials are kept off campus. To maintain a clean environment, dustbins are positioned across the campus. Before significant events at the college as well as on a weekly basis, the members of the NSS and NCC Cadets organize clean drives and cleanliness activities.

- **Solid Waste Management:** Solid waste is created in the institution from a variety of sources. Composting has been used to recycle biodegradable solid waste, specifically fallen leaves and papers, and the compost is utilised by the institution as organic manure for tree and flower seedlings. Scrap collectors gather some non-biodegradable waste for recycling. Some of the inorganic waste is placed in a designated area of the campus and is collected by agents of the local government. The campus has trash cans for the disposal of solid waste.

- **Liquid and Chemical Waste Management:** The liquid waste is discharged into soak pits. Furthermore, the college campus does not create any significant quantities of hazardous chemical waste.
- **E-Waste Management:** The e-waste is kept in the storeroom and then collected by scrap dealers for the purpose of disassembly and recycling.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="https://drive.google.com/file/d/1QsK_SbyTsF8COsTWJlxImp8b4LcuLEts/view?usp=drive_link">https://drive.google.com/file/d/1QsK_SbyTsF8COsTWJlxImp8b4LcuLEts/view?usp=drive_link</a>
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	<a href="#">View File</a>
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**

C. Any 2 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**

D. Any 1 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).

With regard to socioeconomic, cultural, linguistic, communal, and other forms of diversity, the institution fosters an environment of harmony and inclusion. Proactive efforts are made by the institution to ensure that the college campus is inclusive. The college enrolls students from diverse communities, including Hindu, Muslim, Marwari, Hajong, Koch, and others, representing every socioeconomic stratum. Cultural and communal harmony and tolerance are thus encouraged by the college. There is no evidence of any linguistic or communal disturbance occurring within the institution. The college promotes unity in diversity by enrolling students from all segments of society. In order to foster cultural harmony among students, the college observes different events on campus, including Saraswati Puja and Milad-un-Nabi. Furthermore, the college has committees such as the Grievance Redressal Cell and the Women Cell that handle complaints regardless of gender, caste, or creed.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
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 institution sensitises students and employees to their constitutional obligations through both the curriculum and extra-curricular activities. Several courses offered include issues that

raise students' awareness of constitutional obligations. Various events are organised by the institution to promote the virtues of the Indian Constitution. National holidays such as Gandhi Jayanti, Independence Day, and the Republic Day are celebrated by the institution in order to educate students about their rights, responsibilities, and duties as responsible citizens. On various occasions, such as Voters' Day, Constitution Day, Women's Day, etc., a large number of students participate in different activities. Engaging in social service, the NSS unit of Mankachar College attempts to reach out to the greater community. The College regularly conducts various programmes to promote social awareness about tree planting and campus cleanliness, with the aim of fostering environmental awareness and hygiene.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff** 4. **Annual awareness programmes on Code of Conduct are organized** B. Any 3 of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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

Mankachar College commemorates all national and international days, events, and festivals in addition to the birthdays and death anniversaries of our state's great personalities and national leaders. Republic Day and Independence Day are observed with great enthusiasm. Students are motivated to develop a sense of patriotism and contribute to the progress of their own society and the nation as a whole. The college regularly commemorates the birth anniversaries of national leaders such as Netaji Subhash Chandra Bose, Mahatma Gandhi, Sardar Ballav Bhai Patel, and Maulana Abul Kalam Azad. The college also regularly observes several regionally significant days, such as Shilpi Divas, Rabha Divas, Chilarai Divas, and Lachit Divas, etc. commemorating the famous personalities of Assam from different fields. The celebration of International Women's Day on the college campus raises awareness about gender equality and women's empowerment. The institution facilitates positive interaction, bonding and growth of team spirit among the students which are augmented by participation in other commemorative events such as World Environment Day and International Yoga Day. The college also celebrates other festivals and events like Teachers' Day, Saraswati Puja, Milad-un-Nabi, etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### BEST PRACTICE: 1

Women Empowerment and Gender Equality

### BEST PRACTICE: 2

Concerns Regarding the Environment

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

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

Mankachar College stands out in the entire South Salmara Mankachar area due to the higher enrolment of female students compared to male students. This distinctiveness of the college is seen not only as an institutional success, but also as a step toward raising awareness and fostering women's empowerment in the academic and socio-political spheres. Another distinguishing characteristic of Mankachar College in relation to the empowerment of women is the progressive increase in the enrolment of girls in NSS and NCC over time, which has effectively challenged the rural stereotype. Moreover, the institution prioritizes keeping a clean, green, and eco-friendly campus with a suitable learning atmosphere for students. The college maintains a green and eco-friendly campus by regularly carrying out plantation programs on different occasions.

## 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

The institution strictly adheres to the curriculum prescribed by its parent university. The Academic Council of the college, in association with the IQAC, prepares the Academic Calendar, Prospectus, and Class Routine for each academic year or semester prior to the commencement of classes. In order to allocate classes to teachers, the Central routine is shared with all the departments of the college. The departmental heads (HOD) of each department distribute classes for their departmental colleagues and prepare a departmental routine through a meeting called for this purpose. Faculty members make their Teaching Plan at the beginning of the session and diligently update their Class Diary on a daily basis. Additionally, each month, faculty members provide the IQAC with their Monthly Progress Report. A range of instructional methods are utilised to deliver the curriculum. These include traditional blackboard instruction, Power Point presentations, model displays, e-resources, student seminars, and field visits. Seminars, quizzes, group discussions, and other activities are organised by the faculty to enhance the students' understanding of the subject matter, as well as to bolster their confidence and aptitude for effective communication. Students are also assigned home assignments, which they must submit to their respective teachers for assessment and feedback.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://mankacharcollege.org/pdf/ac/2022-23.pdf">http://mankacharcollege.org/pdf/ac/2022-23.pdf</a>

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

The academic calendar of the institution is a customized version of the academic calendar of the affiliating university. Although the academic calendar of the affiliating university is followed, the college maintains its own version that includes many key

events. A soft copy of the Academic Calendar is uploaded on the college website for the benefit of all stakeholders. The academic calendar includes all the information on the number of working days, holidays, semester breaks, examinations, and so on. It specifies the timing of sessional examinations as well as tentative date of the end-semester examinations. It also the schedule of the Annual College Week and the election timetable for the Mankachar College Students' Union. Annual Quality Assurance Report of Mankachar College also includes the programme of events, including College Foundation Day, Freshmen Social, Literacy Day, and major international events and days. The college makes every effort to follow the academic calendar in letter and spirit. Furthermore, each department develops its own course and lesson plans based on the institutional academic calendar.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="http://mankacharcollege.org/pdf/ac/2022-23.pdf">http://mankacharcollege.org/pdf/ac/2022-23.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

C. Any 2 of the above

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

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective**

**course system has been implemented**

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

**19**

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)**

**06**

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

**195**

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

**195**

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment**

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

**Professional Ethics:** The institution has an Internal Quality Assurance Cell (IQAC) and an Academic Council in place to ensure the punctuality, discipline, regularity, and responsibility of the faculty members in upholding professional ethics. In addition, the college's website presents the codes of conduct for students, teachers, and non-teaching staff, which are mandatory for everyone to adhere to.

**Gender:** Several activities are held on a regular basis by the IQAC, Women Cell, NSS unit, and Extension Cell of the college to raise awareness about gender problems and women's empowerment. Gender discrepancies are widely represented in some Education and Political Science courses.

**Human Values:** Justice and equality, culture, discrimination, tolerance for racial diversity, human rights, civic responsibilities and obligations, and many other topics are covered in core and elective papers in Assamese, Education, English, and Political Science. Different programmes conducted by NSS, N.C.C. etc. as well as national celebrations like Independence Day, Republic Day, etc. serve as a platform to develop patriotic and moral values in students.

**Environment and Sustainability:** In order to raise awareness of environmental issues and concerns, all undergraduate students are required to take a compulsory course on "Environmental Studies" during their second semester. Furthermore, the NSS Unit, Eco Club and College Environment and Climate Cell of the college undertake various programmes to promote environmental awareness and sustainability.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

<b>08</b>	
File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

**331**

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

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

**C. Any 2 of the above**

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

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

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="http://mankacharcollege.org/pdf/Feedback-Report-2022-23.pdf">http://mankacharcollege.org/pdf/Feedback-Report-2022-23.pdf</a>

## 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

720

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

#### 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

40

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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 faculty members of the institution are really passionate about assisting students in whatever manner they can think of so that they can succeed. There is a significant difference between what students study in the UG courses, especially, honours course and what they learn in Higher Secondary level, therefore teachers put in a lot of time to familiarise students with the course materials and syllabi. In order to assess the students' level of learning, the faculty members of the institution maintain constant communication with the students and try to track their progress. The institution offers various assessment methods such as unit tests, class tests, and sessional tests. It also assigns home assignments and organises departmental seminars, group discussions, and field studies for all students. Through these activities, the institution identifies students who excel or struggle and develops tailored plans to bring them up to at least the average standard. The faculty members assist advanced learners by offering supplementary resources such as e-books, e-journals, and self-created materials to enhance their excellence. Similarly, students who have difficulty learning at a normal pace receive additional support through remedial classes, tutorial classes, counselling sessions, and the option for peer tutoring to enhance their level of understanding.

File Description	Documents
Link for additional Information	<a href="#">Nil</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
679	27

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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 has maintained a good teaching-learning process in accordance with the affiliating university. While traditional teaching methods, such as classroom lectures and discussions using whiteboards and charts, are still being used, there is a growing focus on modern methods like experiential learning, participative learning, and problem-solving methodologies. This shift aims to transform the teaching-learning process from being teacher-centered to student-centered. The contemporary approach is implemented through project-based learning, field study, seminar participation, group discussion, and assignment submission. The college has emphasised the use of ICT-based learning methods to bolster, enrich, and optimise the transfer of knowledge. The institution offers modern teaching facilities such as interactive whiteboards, LCD projectors, and more. There is a computer laboratory equipped with 40 computers with internet connection. This facility serves the purpose of providing students with both fundamental computer knowledge and the ability to access online resources. The institution possesses a comprehensive and technologically advanced library, which contains around 36,517 books including a wide range of subjects in the fields of science and humanities. It consistently subscribes to around 05 periodicals, including 04 daily regional and national level newspapers in both Assamese and English. The students have convenient access to various books, periodicals, newspapers, and other related materials. In addition, each department possesses its own library. The Departmental Library is accessible to all students, particularly those enrolled in the Honours course.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">Nil</a>

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

The institution encourages the use of ICT for the enhancement of teaching learning process. For effective teaching-learning, the college is facilitating ICT based classroom atmosphere with the help of audio-visual teaching facilities like teaching with the aid of power board, LCD projector etc. Almost all the teachers are involved with this practice. The college has a smart classroom which helps this process. ICT based tools was the only mood of teaching and learning during Covid pandemic situation from 2020 - 2021. The teachers use virtual platforms e.g., Google class room, Google Meet, Zoom etc. for conducting online classes and other student related activities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="http://mankacharcollege.org/ICT-Facilities.php">http://mankacharcollege.org/ICT-Facilities.php</a>

### 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

27

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

17

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 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

09

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

#### 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

238

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

#### 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 institution has a transparent and robust mechanism where continuous internal evaluation is concern. The institution follows the guidelines and instructions of the affiliated university. The college conducts one sessional examination for each semester. For smooth functioning of the process of examination and evaluation, an Internal Examination Committee is constituted with two or more teachers as AOCs after discussion in the staff meeting. In the meeting, tentative date and schedule are also fixed and after that question papers are set by the faculty members under the guidance of HoDs of the concerned departments maintaining confidentiality. Students are well informed about the syllabus, question pattern and mark distribution before the examination. The answer scripts are evaluated within stipulated time by the concerned departments. Results are notified in the departmental notice board and answer scripts are shown to the students in case of any query or doubt. Besides sessional examination, the departments also conduct class/unit tests, arrange departmental seminars, group discussion or home assignment for offering marks of internal assessment. So far as examination and evaluation reform is concerned, the college tries to implement effectively all the reform measures regarding syllabus designing, setting of question paper, conducting of examination etc. adopted by the Gauhati University.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">Nil</a>

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

The college follows the guidelines and instructions of the affiliating university for smooth conduction of the examinations. As the affiliating university instructs the rules and regulations hardly, there is any scope for grievances related to the examination. As a part of internal assessment for student's progress and performance, sessional examination plays an important role. A transparent mechanism is followed in conducting internal assessment process. Despite of this, if any grievances or queries of the students related to the examination matters arise, the Grievance Redressal Cell of the college sincerely tackles such issue and resolved in a time bound and efficient manner. Students are shown their internal examination answer scripts in case of any doubt. There is also provision of re-

evaluation of answer scripts, if necessary. In addition, as a part of internal assessment the students are entrusted with home assignment, class test and group discussions. The marks of the internal assessment are allotted on the basis of sessional examination, attendance of the students in the class and home assignments. Students who fail to attend the sessional test on valid ground are given a chance to appear in the sessional examination which is specially conducted for them.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">Nil</a>

## 2.6 - Student Performance and Learning Outcomes

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

The various programmes and courses are offered by the institution as per the guidelines of the parent university and are communicated to the teachers and students by the college through the annual prospectus and the academic calendar as well as the college website, which gives complete information about the various programmes and its outcomes to the teachers and the students. The college aims at promoting all round development of the learners of the locality. At the beginning of the session, the students are made aware of the syllabus, selection of the subjects and the programme outcomes of the courses and the programme offered by the college. The students are motivated towards effective learning. The college has a feedback mechanism to evaluate the learning outcomes of the students. The programmes and the courses laid emphasis on inculcating comprehensive knowledge and understanding of the concerned course/subject as well as societal, moral and ethical values to develop the students into complete human being worthy for the nation. The curriculum prescribes by the affiliated university states clearly the outcomes of the various courses and programmes offered. The programmes intend to develop the students' skills, creativity in writings, critical thinking, social responsibility, environmental awareness etc. The faculty members remain updated in the various academic aspects by attending various training courses, workshops, seminars, etc. to make teaching-learning more effective.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://mankacharcollege.org/pdf/COURSE-PROGRAMME-OUTCOME.pdf">http://mankacharcollege.org/pdf/COURSE-PROGRAMME-OUTCOME.pdf</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

The final results or grade points achieved by the students determine the accomplishment of the programme outcome and course outcome of the courses. The findings are documented in the department and discussed at both the departmental and Academic Council meetings. The department also keeps track of students' progress to further education and job placement once they graduate from college. IQAC also collects and analyzes student feedback reports for CO and PO achievement.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="#">Nil</a>

**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**

**124**

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

**2.7 - Student Satisfaction Survey**

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

<http://mankacharcollege.org/pdf/sss/2022-23.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)	<a href="#">View File</a>

**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)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	<a href="#">Nil</a>

**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**

06

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)	<a href="#">View File</a>

**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**

06

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**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**

05

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**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

In order to raise students' awareness of community requirements and promote the institute's neighborhood community, the college organizes a variety of extension activities. Our college students engage in social service activities on a regular basis, which contributes to their holistic development. It is a process of 'giving back to the community' and 'helping the community' by understanding, assessing, implementing, and establishing a positive social environment with the assistance of our students and other stakeholders. The extension activities are usually carried out by the college's Extension Service Cell, NSS, NCC, and Women Cell. Through these Cells and Units, the college undertakes various extension activities like "Awareness Programmes to Stop Drug Abuse", "Awareness Programmes to Stop Child Marriage", "Awareness Programmes to Stop Domestic Violence and Sexual Harassment", "Awareness Programmes to Stop Child Labour", "Health and Hygiene", "Beti Bachao Beti Padao", "Tree Plantation", "Swachchata Abhiyaan", and many more.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1rfexm5aWCXG5n9Xya4PKrqTLRDGOaiPS/view?usp=drive_link">https://drive.google.com/file/d/1rfexm5aWCXG5n9Xya4PKrqTLRDGOaiPS/view?usp=drive_link</a>
Upload any additional information	<a href="#">View File</a>

**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)	<a href="#">View File</a>
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**

62

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**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**

4243

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)	<a href="#">View File</a>

**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**

04

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

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

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

0

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

## 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 institution is constantly creating and improving its infrastructure. Despite the fact that the college was founded more than 50 years ago, it is capable of meeting the demands of current teaching and learning standards in the institution. The college places great importance on the upkeep of sufficient infrastructure and other physical facilities to ensure a conducive environment for teaching and learning. There are 09 large classrooms for general classes and more than 10 small classrooms for conducting honours classes. The institution possesses four well-equipped laboratories in the science stream. The classrooms and laboratories are adequately illuminated and furnished with appropriate furnishings for both students and

teachers. In addition, the institution has an ICT-enabled smart classroom and a computer laboratory equipped with an ample number of PCs. The institution has four spacious lecture rooms that serve as venues for regular classes, as well as special lecture sessions, seminars, and other events. The college maintains these infrastructures with the assistance of the administrative staff and other cells and committees in the college.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">Nil</a>

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

Mankachar College has good facilities for cultural activities, games and sports. The college is equipped with ample space and facilities for various sports such as basketball, volleyball, badminton, kabaddi, javelin, shot-put, etc., and a wide range of indoor games. Because the institution lacks a large playground, races, football, and cricket are held at the neighbouring playground of JM H.S. School. There is one basketball court and two volleyball courts at the college. There is one basketball court and two volleyball courts at the college. Our institution has a Multi Gym where interested students may practise frequently both in the morning and afternoon. The college conducts different cultural activities, games, and sports throughout the year, notably during the Annual College Week, where all students have the opportunity to showcase their talents. The students of the institution, under the guidance of faculty members, arrange cultural events on special occasions such as Freshmen Social, Independence Day celebration, Republic Day, Gandhi Jayanti, Teachers' Day, Saraswati Puja, etc. During the Annual College Week, our students showcase a diverse range of cultural activities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">Nil</a>

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

02

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

02

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://mankacharcollege.org/ICT-Facilities.php">http://mankacharcollege.org/ICT-Facilities.php</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**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)**

0.52

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

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

With a collection of more than 36,000 volumes, including both textbooks and reference books, the college library is an excellent resource facility. The college library subscribes to periodicals, newspapers, and journals as well. The majority of the materials included in the Central Library are textbooks,

reference books, periodicals, publications, and newspapers. Additionally, the college maintains membership in NLIST, which grants its members access to a collection of e-journals and e-books. The library is partially automated using SOUL Library Management Software. All the books in the collection have been put into the software's database. The Librarian, together with one contractual library assistant and one library bearer, provides services to the readers in the central library of the college. In addition to this central library, there are also micro departmental libraries in nearly all of the departments.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="http://mankacharcollege.org/library.php">http://mankacharcollege.org/library.php</a>

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

C. Any 2 of the above

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

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

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

2.05

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)	<a href="#">View File</a>

#### 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

60

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

The institution regularly updates its IT infrastructure. The college provides internet connectivity to all faculty members across all departments for academic use. Internet connection is available at the College office, the principal's chamber, and the Central Library of the college. Also, the campus is equipped with Wi-Fi connectivity. Teaching facilities include the availability of LCD projectors. Obsolete computers are substituted with new ones. The institution's office is partially automated, with all crucial information and papers saved digitally on computers. The Central Library of the college is also largely automated and has been utilising Integrated Library Management System (ILMS) SOUL 2.0 since 2016. The college library has NLIST membership and subscription under e-Shodh Sindhu. The college possesses an ICT-enabled smart classroom which large enough to accommodate about 120 students, as well as an ICT-enabled conference hall. The college's entry and exit points, Principal's Office, Central Library, and most of the classrooms are monitored by CCTV camera system.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://mankacharcollege.org/ICT-Facilities.php">http://mankacharcollege.org/ICT-Facilities.php</a>

#### 4.3.2 - Number of Computers

40

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)

26.5

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)	<a href="#">View File</a>

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

The college has a well-developed mechanism to organize all the works regarding the maintenance of physical, academic and support facilities of the college. Designated staff supervises the day-to-day maintenance of the institution's infrastructural facilities. The library of the college is maintained by the Librarian with one library assistant and a library bearer. Although the science stream is yet to be Provincialised, the laboratories are maintained by the teachers of the concerned department with the help of the laboratory bearers. The games and sports facilities and the gymnasium are look after by the teacher in-charge for games and sports with the help of non-teaching staff of the college. To look after and maintain the computer laboratory of the college, the principal has entrusted the responsibility to a faculty member as Coordinator. In order to look after the academic aspects, an academic committee is formed headed by one professor in charge. Equipments like power generator, xerox machine, drinking water purifier, electrical equipments, and so on are serviced regularly. Moreover, all the facilities and infrastructures in the college are regularly supervised by the Principal and designated staffs and committees for regular maintenance. A Purchase and Construction Committee is there in the college which approves all the purchases with regard to maintenance, renovation and new construction of infrastructure and academic support facilities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://mankacharcollege.org/Maintaining-and-Utilisation.php">http://mankacharcollege.org/Maintaining-and-Utilisation.php</a>

STUDENT SUPPORT AND PROGRESSION	
<b>5.1 - Student Support</b>	
<b>5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
<b>5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
653	
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)	<a href="#">View File</a>
<b>5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year</b>	
<b>5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year</b>	
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)	<a href="#">View File</a>
<b>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</b>	<b>C. 2 of the above</b>

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

05

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

05

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)	<a href="#">View File</a>

**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

03

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
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

17

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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**

02

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

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

02

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)	<a href="#">View File</a>

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 )

The students' council, known as the "Mankachar College Students' Union" (MCSU), is an essential entity that advocates for the interests and concerns of students on academic and administrative committees within the institution. The MCSU serves as an intermediary between the student body and the college administration, facilitating effective communication and ensuring that students have a say in the decision-making process. The MCSU consists of 12 office bearers, elected on a yearly basis by a direct voting system, in compliance with the MCSU Constitution and guidelines prescribed by the relevant authority.

The MCSU is involved in a variety of initiatives aimed at improving students' overall college experience. They serve as a bridge between students and the college administration, conveying student feedback and suggestions. By actively representing the student body, the MCSU ensures that the college administration is aware of the needs and aspirations of the students they serve. The MCSU has been actively involved in all student-related events such as the institution's Foundation Day, Annual College Week, Cultural Programmes, Freshmen Social, Farewell, Saraswati Puja, Milad-un-Nabi, Gandhi Jayanti, Independence Day, Republic Day, and so on, as well as various inter-college competitions. In addition to these, the MCSU offers help and cooperates in other activities such as seminars, workshops, field excursions, and educational tours organised by the institution.

File Description	Documents
Paste link for additional information	<a href="http://mankacharcollege.org/MCSU.php">http://mankacharcollege.org/MCSU.php</a>
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

20

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

### 5.4 - Alumni Engagement

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

The institution's Alumni Association plays an important role in the continual development of the college. It is not yet registered, but the registration procedure is underway. The distinguished alumnae are frequently invited as guest speakers at various college events, where they share their professional and entrepreneurial success to inspire and motivate the students. In addition to their physical visit to the college, the Alumni Association also maintains an active presence on various social media platforms to stay connected with the institution. The Association periodically organises significant and purposeful events for the alumni to enhance their involvement with the Alumni Association and establish a strong connection with the college. Moreover, the institution maintains frequent communication with the Alumni Association and actively solicits their opinion and involvement in different activities and events.

File Description	Documents
Paste link for additional information	<a href="http://mankacharcollege.org/Alumni.php">http://mankacharcollege.org/Alumni.php</a>
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

Since the inception of the institute, the vision of the college has been to impart quality higher education to poor students and the women folk of the socially and economically backward area. Specifically targeted were the inhabitants of the small town of Mankachar and its neighbouring rural areas. The institution today emphasizes on strengthening women's enrolment and aims to eradicate gender inequality. The college envisions to provide equal opportunity to all aspiring learners and therefore strives to accommodate innovative ideas and research activities. The

college supports the development of critical thinking skills, development of ethical values (moral as well as social), and grooms the students not only for future employment opportunities but also as employment generators.

The Governing Body being the highest authority of the college plays a vital role in the development of the college. The Governing Body approves the policies undertaken by the college as per the rules of the Government of Assam and the UGC.

The college has a perspective plan of developing more infrastructures and upliftment of academic aspects through research and innovative practices focused on skills and entrepreneurship. The teachers actively participate in all the academic activities and cooperate in administrative issues. Furthermore, the teachers represent various committees and cells of the college.

File Description	Documents
Paste link for additional information	<a href="http://mankacharcollege.org/index.php">http://mankacharcollege.org/index.php</a>
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 Institute embraces decentralisation and participatory management. Before implementing any significant measure related to college infrastructure development, introduction of new courses, or budget allocation to various college activities, the Principal holds meetings with various stakeholders such as teachers, non-teaching staff, students' council, and the Alumni Association. All major decisions are made after extensive consultation with the Governing Body of the college.

Decentralisation has occurred in the administrative section. For the academic and administrative operations of the institution to run smoothly, various committees and subcommittees have been constituted. The committees oversee the growth and development of the institution, create a more conducive environment for learning, and, most importantly, ensure a consistent improvement of the teaching-learning process.

The administration and faculty of this college engage in regular

communication with the representatives of the students' council. It is beneficial to gain a deeper understanding of the psychology, aspirations, and challenges of the students. The students' perspectives are duly considered when devising policies aimed at enhancing the quality of academic and administrative affairs, as well as the overall development of the college. Moreover, the students' council is formed annually in accordance with democratic principles. In order to foster leadership qualities among students and promote decentralisation, the Secretaries of various portfolios of the students' council are entrusted with the responsibility to lead various programmes and events conducted in the college, including Annual College Week, Saraswati Puja, Freshmen Social, and all other celebrations and events.

File Description	Documents
Paste link for additional information	<a href="http://mankacharcollege.org/index.php">http://mankacharcollege.org/index.php</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Consistent with the institution's vision and mission, the college has a strategic plan that is being implemented. At the commencement of each academic session, different cells and committees of the college prepare a strategic plan of events and activities aimed at fostering the growth and development of the college. The IQAC suggests and executes various activities to enhance the quality of teaching-learning process. The Governing Body gives suggestions and monitors the procurement, introduction of new programmes and welfare activities.

The college has employed its own strategies for quality assurance in the area of teaching and learning. The IQAC along with the Academic Council of the college acts as the monitoring system of academic activities. At the beginning of the academic session, the HODs distribute different portions of the syllabus to the teachers in their respective departments and supervise the progress of the syllabus and collects, inspects and submits the monthly progress reports to the IQAC. On the basis of the reports, the IQAC and Academic Council sits and discusses major points with different teachers which aids in contributing to the improvement of the teaching quality among the teachers. This

exercise plays a decisive role in enhancing the quality of teaching and learning.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="http://mankacharcollege.org/index.php">http://mankacharcollege.org/index.php</a>
Upload any additional information	No File Uploaded

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

The Governing Body is the highest authority in the hierarchy of the entire organizational structure and it takes the leading role in decision making process. The principal acts as the secretary to the Governing Body. The academic and administrative plans and policies are administered by the principal. plans and policies with the help of different committees, units and cells like IQAC, Academic Council, Examination Committee, Grievance Redressal Cell, Career Guidance Cell, Admission Committee, Cultural Committee, Campus Beautification Committee, Anti Ragging Cell, Women Cell, NCC, NSS, etc.

The College follows the rules and regulations of the UGC, The Department of Higher Education, Govt. of Assam and the affiliating Gauhati University. Employees of the college are regulated as per provincialisation of College Employees Act, 2005 and the College Service Conduct rule. Teaching and non-teaching staffs are recruited as per Govt. rules and procedures. All fresh recruitments are made in a transparent manner by giving advertisement in widely circulated newspaper and college website. Promotion of faculty members is governed by the rules and guidelines of state govt. under Career Advancement Scheme (CAS) and promotion to non-teaching staff is accorded as per vacancy and seniority. In both cases, the college recommends promotion for the approval of Director of Higher Education.

File Description	Documents
Paste link for additional information	<a href="http://mankacharcollege.org/index.php">http://mankacharcollege.org/index.php</a>
Link to Organogram of the Institution webpage	<a href="http://mankacharcollege.org/Administrative-Set-Up.php">http://mankacharcollege.org/Administrative-Set-Up.php</a>
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

B. Any 3 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)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

Welfare schemes available for teaching & nonteaching staff of the college:

Government schemes:

- Maternity Leave
- Child Care Leave
- Casual Leave
- Earned Leave
- House Rent Allowance
- Group Insurance
- Medical Allowance
- Gratuity
- Earned leave encashment.
- Grants for research projects and support for hosting

seminars, conferences, and workshops within the campus.

There is a welfare fund namely "Mankachar College Employees Mutual Benefit Fund" created by the teaching and non-teaching staff of the college. The members contribute to the fund every month and they can take loans from the said fund at nominal rate of interest as and when required. Moreover, in accordance with established regulations and protocols, the administration of the college consistently strives to fulfil the requirements of all the employees of the institution.

File Description	Documents
Paste link for additional information	<a href="#">Nil</a>
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)	<a href="#">View File</a>

### 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

02

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)	<a href="#">View File</a>

### 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

10

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)	<a href="#">View File</a>

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

The college has a performance-based appraisal system in place to assess the performance of teaching staff on a regular basis. At the end of the academic year, faculty members are required to fill up the Academic Performance Indicator (API) format. In this

regard, the PBAS proforma designed by the UGC is used. Teaching staff first compute their API scores, which are then scrutinised by the IQAC before being finalised by the principal based on the documental evidences provided by the teachers. When assessing the performance of teaching staff, a range of factors are considered. These include scholarly publications, participation in orientation courses, refresher courses, faculty development programmes, extracurricular activities, and activities related to extension and professional development. Participation and presentations in academic seminars, workshops, and symposia, articles and chapters published in academic journals, books, etc. are also taken into account. Additionally, it depends on his or her relationships with students, colleagues, and college management. The performance appraisal system for non-teaching personnel is based upon a variety of factors, including but not limited to regularity, punctuality, performance of responsibilities, leadership skills, interpersonal skills, job knowledge, and understanding.

File Description	Documents
Paste link for additional information	<a href="http://mankacharcollege.org/iqac.php">http://mankacharcollege.org/iqac.php</a>
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 college maintains an efficient and effective utilisation of the available financial resources through the implementation of an effective internal control system. The office maintains and records the accounts relating to the use of funds under the strict supervision of the principal. The same must be presented by the principal at the Governing Body meeting for approval and information.

The utilisation of funds and other financial aspects are subject to both internal and external audit. The college adheres to the instructions and suggestions provided by the auditors. The college has entrusted Nath and Sarma Associates, a C.A. firm, with the responsibility of conducting internal audits for some specific expenditures. The internal audit report is presented to the Governing Body for approval. The internal audit work has been

updated for the financial year 2022-23.

The institution undergoes an external audit conducted by Local Audit, a governmental entity. The external audit report must also be presented to the Governing Body for both information and approval. If any complaints arise, the college addresses them. The task has been completed up to the financial year 2021-22.

File Description	Documents
Paste link for additional information	<a href="http://mankacharcollege.org/Maintaining-and-Utilisation.php">http://mankacharcollege.org/Maintaining-and-Utilisation.php</a>
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)	<a href="#">View File</a>

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

The primary funding sources for the college consist of the Assam government, UGC, and RUSA. The funds are received under various heads, including salary expenditures and development works. The primary emphasis of the institution's resource mobilisation policy and procedures is on achieving development objectives while upholding principles of accountability, responsibility, and transparency. Additionally, the college generates funds through student fees. The funds acquired from the fees are allocated towards the upkeep and diverse enhancements of the institution.

File Description	Documents
Paste link for additional information	<a href="http://mankacharcollege.org/Maintaining-and-Utilisation.php">http://mankacharcollege.org/Maintaining-and-Utilisation.php</a>
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

Since its inception on November 7, 2003, the IQAC of Mankachar College has been an active participant in the design and maintenance of quality assurance across all aspects of the institution. The IQAC oversees all academic and administrative activities of the college and has been working to foster an environment that is conducive to the development and attainment of quality education as well as the holistic growth of the students. IQAC maintains a comprehensive log of the institution's activities and generates the Annual Quality Assurance Report (AQAR) for the NAAC using the documents and evidence in its possession. In addition, the IQAC promotes faculty engagement in research-related endeavours and publications in academic journals and books. Faculty participation in Orientation/Refresher Courses, the Faculty Development Programme, Short Term Courses, and similar initiatives are also encouraged. The IQAC meets on a regular basis to review various measures relating to quality enhancement, a report on activities completed, challenges encountered during programme execution, and plans for the institution's future development.

File Description	Documents
Paste link for additional information	<a href="http://mankacharcollege.org/iqac.php">http://mankacharcollege.org/iqac.php</a>
Upload any additional information	No File Uploaded

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

The IQAC coordinates with all the HODs regarding the submission of the annual teaching plan at the commencement of each academic session. The HODs are responsible for overseeing the

implementation of the teaching plan and the timely completion of the syllabus. By reviewing the teachers' diaries weekly or monthly, the principal, who serves as the chairperson of the IQAC, also monitors the teachers' progress in accordance with the plan. The IQAC evaluates the teaching-learning process, operational structures and methodologies, and learning outcomes as follows:

- The IQAC implements measures to enhance teaching methodologies through the use of ICT, electronic materials in the library, etc.
- The Head of the Departments is responsible for overseeing the implementation of the Annual Teaching Plan and evaluating student performance through class tests, quizzes, and other methods. Tutorial classes and supplementary classes are organised to ensure the timely completion of the syllabus and assist the slow learners through remedial classes.
- The IQAC maintains a comprehensive record of students' performance in both sessional and semester end examinations in order to assess the students' learning outcomes.
- The IQAC collects students' feedback on the academic and co-curricular activities of the institution to identify areas that require improvement in order to enhance the effectiveness of the teaching-learning process.
- The IQAC also scrutinizes the Annual Performance Appraisal Reports of the faculty members under Career Advancement Scheme (CAS).

File Description	Documents
Paste link for additional information	<a href="http://mankacharcollege.org/igac.php">http://mankacharcollege.org/igac.php</a>
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	<a href="http://mankacharcollege.org/pdf/AQAR/2021-22.pdf">http://mankacharcollege.org/pdf/AQAR/2021-22.pdf</a>
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)	<a href="#">View File</a>

## 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

Mankachar College is a co-educational institution that places a strong emphasis on gender equality. The institution regularly hosts a number of gender equity programmes for gender sensitization. Individuals are treated equally regardless of their gender, race, caste, creed, or religion. The institution provides a congenial and safe atmosphere for both boys and girls, and CCTV cameras are installed in and outside the college's classrooms to that end. There are separate common rooms for boys and girls. For female faculty members, there is a day care centre. During Annual College Week, the college hosts literary, cultural, and sporting events, and it encourages females to take part in order to promote gender equality. Moreover, the college allows female students to contest for every position in the Mankachar College Students' Union. The institution also enrolls a number of female cadets in the NCC wing, as well as female volunteers in the NSS unit. The Women Cell of the institution actively conducts several counselling and awareness programmes on women's empowerment, gender equality, and domestic violence, etc. Each year, as part of the International Women's Day celebration on March 8th, guest speakers from important professions are often invited to speak on women's rights, duties, and issues pertaining to women in order to raise awareness among female students and staff members on these topics.

File Description	Documents
Annual gender sensitization action plan	<a href="https://drive.google.com/file/d/1-jVEPm7sOowkr96xTnCZLtMM2FQrVaxa/view?usp=drive_link">https://drive.google.com/file/d/1-jVEPm7sOowkr96xTnCZLtMM2FQrVaxa/view?usp=drive_link</a>
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	<u>Nil</u>

**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**

The institution takes all necessary and safety measures to ensure that plastics and hazardous materials are kept off campus. To maintain a clean environment, dustbins are positioned across the campus. Before significant events at the college as well as on a weekly basis, the members of the NSS and NCC Cadets organize clean drives and cleanliness activities.

- **Solid Waste Management:** Solid waste is created in the institution from a variety of sources. Composting has been used to recycle biodegradable solid waste, specifically fallen leaves and papers, and the compost is utilised by the institution as organic manure for tree and flower seedlings. Scrap collectors gather some non-biodegradable waste for recycling. Some of the inorganic waste is placed in a designated area of the campus and is collected by agents of the local government. The campus has trash cans

for the disposal of solid waste.

- **Liquid and Chemical Waste Management:** The liquid waste is discharged into soak pits. Furthermore, the college campus does not create any significant quantities of hazardous chemical waste.
- **E-Waste Management:** The e-waste is kept in the storeroom and then collected by scrap dealers for the purpose of disassembly and recycling.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="https://drive.google.com/file/d/1QsK_SbyTsF8COsTWJlxImp8b4LcuLEts/view?usp=drive_link">https://drive.google.com/file/d/1QsK_SbyTsF8COsTWJlxImp8b4LcuLEts/view?usp=drive_link</a>
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

B. Any 3 of the above

5. landscaping with trees and plants	
File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>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</b>	<b>C. Any 2 of the above</b>
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
<b>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</b>	<b>D. Any 1 of the above</b>

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).

With regard to socioeconomic, cultural, linguistic, communal, and other forms of diversity, the institution fosters an environment of harmony and inclusion. Proactive efforts are made by the institution to ensure that the college campus is inclusive. The college enrolls students from diverse communities, including Hindu, Muslim, Marwari, Hajong, Koch, and others, representing every socioeconomic stratum. Cultural and communal harmony and tolerance are thus encouraged by the college. There is no evidence of any linguistic or communal disturbance occurring within the institution. The college promotes unity in diversity by enrolling students from all segments of society. In order to foster cultural harmony among students, the college observes different events on campus, including Saraswati Puja and Milad-un-Nabi. Furthermore, the college has committees such as the Grievance Redressal Cell and the Women Cell that handle complaints regardless of gender, caste, or creed.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
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 institution sensitises students and employees to their

constitutional obligations through both the curriculum and extra-curricular activities. Several courses offered include issues that raise students' awareness of constitutional obligations. Various events are organised by the institution to promote the virtues of the Indian Constitution. National holidays such as Gandhi Jayanti, Independence Day, and the Republic Day are celebrated by the institution in order to educate students about their rights, responsibilities, and duties as responsible citizens. On various occasions, such as Voters' Day, Constitution Day, Women's Day, etc., a large number of students participate in different activities. Engaging in social service, the NSS unit of Mankachar College attempts to reach out to the greater community. The College regularly conducts various programmes to promote social awareness about tree planting and campus cleanliness, with the aim of fostering environmental awareness and hygiene.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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

Mankachar College commemorates all national and international days, events, and festivals in addition to the birthdays and death anniversaries of our state's great personalities and national leaders. Republic Day and Independence Day are observed with great enthusiasm. Students are motivated to develop a sense of patriotism and contribute to the progress of their own society and the nation as a whole. The college regularly commemorates the birth anniversaries of national leaders such as Netaji Subhash Chandra Bose, Mahatma Gandhi, Sardar Ballav Bhai Patel, and Maulana Abul Kalam Azad. The college also regularly observes several regionally significant days, such as Shilpi Divas, Rabha Divas, Chilarai Divas, and Lachit Divas, etc. commemorating the famous personalities of Assam from different fields. The celebration of International Women's Day on the college campus raises awareness about gender equality and women's empowerment. The institution facilitates positive interaction, bonding and growth of team spirit among the students which are augmented by participation in other commemorative events such as World Environment Day and International Yoga Day. The college also celebrates other festivals and events like Teachers' Day, Saraswati Puja, Milad-un-Nabi, etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

**7.2 - Best Practices**

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

**BEST PRACTICE: 1**

Women Empowerment and Gender Equality

**BEST PRACTICE: 2**

Concerns Regarding the Environment

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.3 - Institutional Distinctiveness**

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

Mankachar College stands out in the entire South Salmara Mankachar area due to the higher enrolment of female students compared to male students. This distinctiveness of the college is seen not only as an institutional success, but also as a step toward raising awareness and fostering women's empowerment in the academic and socio-political spheres. Another distinguishing characteristic of Mankachar College in relation to the empowerment of women is the progressive increase in the enrolment of girls in NSS and NCC over time, which has effectively challenged the rural stereotype. Moreover, the institution prioritizes keeping a clean, green, and eco-friendly campus with a suitable learning atmosphere for students. The college maintains a green and eco-friendly campus by regularly carrying out plantation programs on different occasions.

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

Mankachar College, located in a remote area where the majority of its student body comes from economically disadvantaged households, requires facilities and amenities to support its students in realizing their full potential for future achievement. In accordance with the requirements of new education policy, the institution also plans to introduce programs and courses that connect students' aspirations with regional and local needs and interests. For the next academic year 2023-24, the college's plan of action is as follows:

1. The college plans to increase the emphasis on incorporating ICT into the teaching and learning process during the forthcoming academic year.
2. Infrastructure Development (Renovation and Extension)
3. Fully automated library
4. Subscription to more journals, magazines, etc.
5. Filling up all the vacant non-teaching posts.
6. Psychological counselling for students.
7. MOUs with different organisations.
8. Introduction of more Add-on and Certificate courses.
9. Academic and Administrative Audit
10. 3rd Cycle Assessment of the college by NAAC.