



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

MORAN MAHILA MAHAVIDYALAYA

**MORANHAT, P.O.- MORANHAT, DISTRICT- CHARAIDEO
785670**

www.moranmahilamahavidyalaya.com

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

March 2020

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Moran Mahila Mahavidyalaya was established on 8th July,1992 as an Arts College. The College was established with the aim to cater to the educational needs of the huge number of socially backward population residing in this area. Moran is chiefly a rural settlement, falling under historic Charaideo district, and Charaideo being the first capital of the Ahom Kingdom. Eversince its dawn, the college has been striving to educate the girl students from the adjoining rural areas such as Rajgarh, Patsaku, Desangpani, Kachumari etc, thereby teaching them to 'make a life' apart from 'making a living'.

The College is permanently affiliated to Dibrugarh University and has been included under 2f and 12 B of UGC on 29/01/1999 and 04/02/2010 respectively . With effect from 1st January 2013, the College was provincialised by the Government of Assam , under the provincialisation of Services Act ,2011.The College, in brief, emphasises on quality education and high social values, thereby inculcating the best attitude towards life, and grooming them as responsible citizens of the society.

Vision

Moran Mahila Mahavidyalaya was established with the vision to upgrade and strengthen women education , amongst the backward and rural population of the neighbouring villages and Tea Gardens. Some of its visions include:

1. To promote female / women education.
2. Inculcate high values through liberal education.
3. To educate the women on the basis of the updated version of the modern curriculum .
4. To motivate and inspire female students to be self-dependent and confident.
5. To help the female students garner various life-skills , with fruitful future perspectives.
6. To imbibe in them the qualities of responsible citizens.
7. To bring out leadership qualities amongst the female students and make them agents of social change.
8. To enhance the educational , social, economic, cultural and political aspects of the country.

Mission

Our mission :

1. To provide girl students with quality education ,thereby enabling them to face the challenges which they might face, with courage and confidence ,and sculpting them to be socially responsible citizens.
2. To create a friendly environment that would enable the students to excel in every activity.
3. To impart moral and ethical values for harmonious and peaceful functioning of the society.
4. To help student transform themselves into balanced personality, by encouraging them to participate in a wide variety of curricular , co-curricular and extra-curricular activities.
5. To help them adapt to the changing global scenario by imbibing in them courage , confidence and competitiveness.

6. To motivate the faculty members to engage themselves in various academic research and extension activities , with the ultimate objective to equip the students with the sophisticated techniques and nurture them in finding solutions to the current problems of the society.
7. To impart knowledge and create intellectual power amongst the needy and deserving community.
8. To organise educational trips to different places of interests.
9. To organise different competitions , tournaments ,symposium, exhibitions and seminars, both of National and International importance.
10. To introduce innovative techniques with the objective of making teaching –learning process more effective.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. The College is located in a small town of Upper Assam , by the name Moranhat, with latitude 27.3 N and longitude 94.6 E, situated to the south of the mighty river Brahmaputra and in between two big towns of industrial importance, Sivasagar and Dibrugarh .
2. The location of the College is serene and quiet, making the environment suitable for learning.
3. The College has dedicated teaching and non-teaching staffs, and a satisfactory student strength, with students hailing from different communities.
4. The teaching staffs, both Regular and Part-time, fulfills the required norms of UGC, and have been academically active.
5. The non-teaching staffs are equally sincere, co-operative and computer educated .They are punctual and enthusiastic towards their duties.
6. College encourages the students to focus on literary and creative dimensions through the annual College magazine and Wall magazine ,along with Departmental wall magazines.
7. The College has an active NSS Unit.
8. Safe and secured environment for the girl students is maintained.
9. IQAC with the co-operation of its various Committees organises programmes with the prospect of monitoring students in various fields.
10. Effective use of ICT in teaching learning.
11. The College is fortunate enough to receive apart from the appropriate amount of grants from UGC, the Government of Assam, financial Assistance from OIL, MLA & MP Fund etc. also for construction of Classroom, Library,and Girls' Common room.
12. The College runs a good and hygienic Canteen within the campus.
13. The College maintains a WI-FI enabled campus.
14. Computer Lab is well equipped.
15. College campus is under CC t.v. surveillance .
16. College has a Fitness Gym , with sufficient gymnastic equipments.
17. Drinking water facility is properly maintained.
18. Parking facility both for employees and students' vehicle.
19. College campus has numerous shade trees, adding to the greenery and serving as a boon to the environment.
20. Career Counselling Cell organises career oriented symposiums and lectures.
21. The College has an active Alumni Association, that frequently organises meetings and get-togethers.
22. General as well as Departmental Guardians' Meets have been organised.
23. Students have been able to bring laurels for the College by participating in various sports, such as

,Football ,Kabaddi , Boxing ,Taekwondo etc.

Institutional Weakness

1. Dearth of fund has resulted as a hindrance in the proper functioning of the College.
2. Infrastructure needs to upgradation.
3. Lack of Digital Classrooms and Digital Library has been a major drawback in garnering intellectual development amongst the students.
4. High drop out rate of students, resulting from multiple reasons including academically disadvantaged family, poverty, early marriage etc.
5. Not enough Undergraduate Degree programme.
6. Inadequate resources for recruitment, retention of Ad-hoc teachers.
7. Paucity of time for teachers for Research works.

Institutional Opportunity

1. The institution has the scope of turning into an ideal centre for women Higher Education to its students in near future.
2. Distance Education Opportunities through Krishna Kanta Handique State Open University (KKHSOU) for people of all ages.
3. To start Science Stream at the under graduate level in near future.
4. To start Vocational Courses.
5. To expose students to the wide field of Culture and train them in different perspectives including Music, Dance and Drama etc.
6. To help students to venture the field of Sports by training them in the sports of their interest.
7. To encourage Environmental awareness amongst the students, by letting them participate in various awareness programme.
8. To inspire and encourage students to be more responsible towards Social activities.

Institutional Challenge

To motivate students to pursue Higher Education.

1. To increase research and extension activities.
2. Encouraging students for competitive examinations.
3. Coping as per the need of the girl students with varied socio-economic background.
4. Sustaining quality along with access.
5. Keeping pace with rapid change in Higher education.
6. Providing resources for marginalised students.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college follows the academic calendar issued by its affiliated university where the dates for academic and non-academic activities are mentioned. At the beginning of each academic session the college publishes a prospectus including all necessary information about the college. To ensure effective implementation and timely completion of syllabus offered by Dibrugarh University, the head of each department prepares class routine accordingly and allots classes to the teachers for smooth functioning of the classes. The college conducts unit test and sessional examination to evaluate student's performance on regular basis. Every department arranges seminars, group discussions, viva-voce and gives home assignments to the students as a part of internal assessment. The teachers are instructed to maintain the record of their daily classes in teacher's diary and are advised to submit course completion certificate at the end of every academic session.

The various departments of the college teach the students issues connected with Women, Human values, Environment and sustainable development, etc. as a part of syllabus. The college arranges symposium and invites experts from various fields to talk on academic and non academic aspects. The Career Counseling Cell organizes career oriented programmes for the students to provide better job opportunities to them.

Teaching-learning and Evaluation

The admission process of the college is very transparent and follows the reservation policy as per government rules. The institution follows the broad framework of the curriculum for B.A. (Honours & Non-honours) course under Dibrugarh University. The college has adopted continuous monitoring and evaluation mechanism through sessional examination as well as seminars and group discussions. The institution adopts various student centric methods to enhance the student involvement as a part of participative learning and problem solving methodologies such as group discussion, class room interaction, seminars, home assignments, field study etc. The college is well-equipped central library with sufficient stock of books and computer Lab with free internet through Wi-Fi. Laptops and Projectors are provided in some classes for effective teaching. The college organized some interdisciplinary lectures and talks with eminent persons. The students are encouraged to participate in community work through NSS, extra-curricular activities such as quiz competition, debating competition, essay competition, annual college magazine, departmental magazine and wall magazines etc. Being a women educational institution the institution integrates issues relevant to Gender Sensitization, Environmental Sustainability, Human Values and Professional Ethics into the Curriculum which helps them to fosters human values and helping them in the process of becoming good citizens.

Research, Innovations and Extension

The institution attempts to create a favourable environment for research, innovation and extension activities. Teachers are always encouraged to organize seminars and workshops in the institution and leaves are granted to participate in the same. Also, faculty members are encouraged to conduct research and projects. Besides, to carry out research works smoothly, teachers are granted leaves for attending course work, paper presentation, library visits and other related activities. The teachers of the college have been publishing their research papers in various national and international journals, conference proceedings. A few teachers are also good writers and literateur. They have written few chapters and contributed articles in edited books.

The institution encourages and develops environment for expansion and transfer of knowledge, critical thinking, creativity and awareness towards different social issues. The college also promotes a good link with

the neighbouring community by organizing various extension activities and ensures students' active participation. The teachers unit and NSS Unit of the college organizes different programmes such as World Environment Day, International Yoga Day, International Women's Day, Orientation Programme on Swachh Bharat Mission, Flood Relief, Swachata Pakhwada, Gandhi Jayanti, Rashtriya Ekta Divas, Socio-Economic Survey. Also, teachers took special classes in the schools of different localities in subjects like English, Education, Economics, Assamese, History and Social Science. Further, the college and the departments organize educational tours and field visits to different places, which help the students to interact with the neighborhood community and make the students aware of neighbourhood history, life and culture, its economic prospects and challenges and cultural assimilation. Moreover, the college and the departments also organize various speeches on different topics related to various issues and problems of the society.

Infrastructure and Learning Resources

The college campus is spread over an area of 3.306 acres of land. It is functioning with the grants and aids from UGC, Government of Assam, MP and MLA's local area development fund, local donor contribution and some extant by its own resources. The classrooms of the college are spacious with facilities like electricity, white and black board, projectors and adequate number of desks and benches. The entire college campus including classrooms, Library and College Hostel, are under the CCTV surveillance. There are also Wi-Fi facilities for virtual connectivity in the college.

The college has a library with large number of books, photocopy facilities, reading room for both teachers and students and digital operating system.

The institution has one Computer Laboratory, one Girls' Hostel, and one Girls' Common room, NSS Unit, a mini Gymnasium, a playground, one generator set, a Canteen cum Guest House and some other facilities. The college auditorium and another Girls' hostel are under construction.

Student Support and Progression

A Comprehensive care system, designed to provide a holding environment; provides for the holistic development of the students. The institution has developed a good platform for students support and progression in the field of academic and co-curricular activities. The institution has an active Students' Union through which the college channelizes the students to participate in various activities. Besides, a student feedback systems maintained every year.

The college provides free admission to the economically backward students with the help of government. The institution has a student welfare fund which assists the economically backward students by providing financial support.

The college organizes remedial classes for slow learners through its academic departments. The college celebrates World Environment Day, Yoga Day, Republic Day, Independence Day and celebrates Fit India Movement, Rabha Divas etc. for the holistic development of all stake holders in general and students in particular.

The institution has committees on Grievance and Redressal for students, Anti-ragging Committee, Anti-Sexual Harassment Committee have been constituted to ensure internal and external discipline to achieve a congenial

academic atmosphere. The NSS Unit also take part in the various matters like cleanliness, environmental sustainability and community linkages with neighbouring areas.

The Students' Union and Sports Committee creates platform for the students to identify their hidden talent and explore themselves in various aspects of life. The Students' Union is formed as per the university norms. They undertake various activities pertaining to inter-college sport and cultural activities.

The institution has an active Alumni association that works as a bridge between the students of the present and the past. The Alumni Association has created an anthem through which an emotional bonding among the past students with their alma matter is tried to be established.

The institution provides scholarship and free ships to meritorious students, economically weaker backgrounds and /or disabilities.

Governance, Leadership and Management

Moran Mahila Mahavidyalaya is well governed institution. The organisation structure with a well-defined organisational hierarchy supports decentralised and participatory management for effective decision making, policy evolving and strategy development. The functioning of the institution is in compliance with the direction and the norms of all its statutory bodies. The institution has effective welfare measures for its teaching and non-teaching staff. The management motivates the faculty to participate in seminars, workshops, conferences etc and to enrol as members in professional bodies to update their knowledge. The quality and work efficiency of the staff is assessed by the performance appraisal system. The institution has a mechanism for internal and external financial audits. The fund mobilisation policy of the institution is based on its ideology of rendering educational service to women. The college infuses team spirit and co-operation amongst the students which is evident in College Week and other departmental activities. The Students' Union Body of the college assures students full participation in various activities.

The Governing Body of the college supervises the smooth functioning of the administration and academic well being of the college. All the decisions regarding policy and planning is handled by the Governing Body consisting of the representatives of all stake holders. The college construction committee monitors the infrastructural development of the college and estimates the fund allocation in different developmental schemes. The college maintains different funds like General Fund, Games Fund, Examination Fund etc. the accounts of which are maintained with separate cash book, ledger book, passbook etc. The accounts are audited by the certified Chartered Account as well as Government Auditors.

The IQAC of Moran Mahila Mahavidyalaya was established in the year 2014. The Quality Assurance Cell of the institution takes care of the regular planning and execution of all the quality initiative and quality assurance initiative measures adopted and implemented by it. The main task of the IQAC is to effectively plan all quality measures to sustain and enhance quality in all the activities of the institution.

Institutional Values and Best Practices

Moran Mahila Mahavidyalaya is always committed towards institutional values and best practices. As women educational institute the college provides various safety and security measures to the students. Grievance & Redressal Cell, Sexual Harassment Cell, Anti Ragging Cell, Women Cell have always worked for the

betterment of the students. The college has Girls' Hostel and Common Room equipped with necessary amenities.

The college organizes seminar, workshop, talk, camp etc. for career counseling, gender sensitization, mental health & hygiene. It also celebrates & observes various days like, Republic day, Independence day, Voters Day, Gandhi Jayanti, Teachers' Day, National Unity Day, Matribhaka Divas, International Environment Day, International Women Day etc.

For cleanliness & good environment the college uses garbage bin to collect the solid waste and provides access to safe sanitation system. It promotes appropriate management and disposal of domestic wastewater through proper drainage. The main source of energy of the college is electricity. The college always tries to reduce energy consumption and using energy efficient LED bulbs.

Code of professional ethics, college and hostel rules & regulations are uploaded in the college website.

For financial transparency college has used cashless transaction through cheque payment. Again, admission and form fill-up is done through bank.

As a higher educational institute, Moran Mahila Mahavidyalaya is not only committed towards academics but also human values, ethics, and social responsibility.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	MORAN MAHILA MAHAVIDYALAYA
Address	Moranhat, P.O.- Moranhat, District- Charaideo
City	MORANHAT
State	Assam
Pin	785670
Website	www.moranmahilamahavidyalaya.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Joyshree Phukon	03754-226726	9954575632	-	jphukan69@gmail.com
IQAC / CIQA coordinator	Jyoti Prasad Saikia	-	9706508418	-	jyotiprasad.saikia@yahoo.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	For Women
By Shift	Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	08-07-1992

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Assam	Dibrugarh University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	29-01-1999	View Document
12B of UGC	04-02-2010	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Moranhat, P.O.- Moranhat, District- Charaideo	Semi-urban	1.7	17124.24

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,English	36	HS	English	75	19
UG	BA,Assamese	36	HS	Assamese	120	88
UG	BA,Economics	36	HS	English + Assamese	75	51
UG	BA,Education	36	HS	English + Assamese	75	75
UG	BA,Political Science	36	HS	English + Assamese	120	82
UG	BA,Sociology	36	HS	English + Assamese	136	136
UG	BA,History	36	HS	English + Assamese	75	66
UG	BA,Home Science	36	HS	English + Assamese	90	52

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				21			
Recruited	0	0	0	0	0	0	0	0	10	11	0	21
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				8			
Recruited	0	0	0	0	0	0	0	0	3	5	0	8
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				11
Recruited	8	3	0	11
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	1	2	0	3
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	2	0	3
M.Phil.	0	0	0	0	0	0	6	3	0	9
PG	0	0	0	0	0	0	5	9	0	14

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	2	0	3

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Certificate / Awareness	Male	0	0	0	0	0
	Female	20	0	0	0	20
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	5	0	0	0	5
	Others	0	0	0	0	0
UG	Male	0	0	0	0	0
	Female	693	0	0	0	693
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	4	1	5	3
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	34	36	31	32
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	238	236	239	170
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	27	27	38	30
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		303	300	313	235

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
40	40	40	40	40
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
8	8	8	8	8

2 Students

2.1

Number of students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
788	767	765	704	600
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
126	126	126	126	126

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
211	225	170	113	144

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
21	21	21	21	21

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
21	21	21	21	21

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 11**4.2****Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
32.87	46.57	61.82	10.72	20.43

4.3**Number of Computers****Response: 31****4.4****Total number of computers in the campus for academic purpose****Response: 21**

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

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

At the beginning of every academic session the college publishes a prospectus including all necessary information about the college. It includes the courses offered by the college as well as student strength in every department, fee structure, faculty members and various cells etc.

The head of each department prepares class routine and allots classes to the teachers for smooth functioning of the class.

The college conducts unit test and sessional examination to evaluate student's performance on regular basis. The college authority also overview the university exam results regularly and advise the faculty members for providing proper guidance and counseling to the students.

For effective curriculum delivery and transaction, every year the institution persuades all the teaching departments to complete the course contents in the stipulated time. The teachers are advised to submit course completion certificate at the end of every academic session.

The teachers adopt conventional lecture method to deliver the courses to the students. Besides this, seminars, group discussions, viva, educational tours, field studies, etc are conducted for effective curriculum delivery.

The students are encouraged to use the library resources as supplementary to learning process. They are given full freedom to ask any questions regarding their confusion on the topic taught in the class. The departments also have collection of subject specific books which are available for the use of both students and teachers.

The teachers are instructed to maintain the record of their daily classes.

The college arranges symposium and invites experts from various fields to talk on academic and non academic aspects. The carrier counseling cell organizes carrier oriented programmes for the students to provide better job opportunities to them.

The institution always encourages the faculty members to go for research oriented courses such as-Orientation Programme, Refresher Course conducted by HRDC and sponsored by UGC. Moreover, the

faculty members attended various national, international seminars, conferences, workshops and present their research papers.

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

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

In the beginning of every academic session an orientation programme is conducted by the principal in the presence of all teachers to address the students who are newly admitted in to B.A. first semester. Hereby they are informed about the courses and evaluation system. They are advised to follow the rules and regulations of the college.

The college arranges Parents' Meets to establish coordination between teachers and parents. Various topics related to student's class performance, regularity, etc are discussed. The parents/guardians are advised to give good guidance to the students in every aspect.

File Description	Document
Upload Additional information	View Document

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 last five years

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

Response: D. Any 1 of the above

File Description	Document
Institutional data in prescribed format	View Document

1.2 Academic Flexibility

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

Response: 0

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

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 1

1.2.2.1 How many Add on /Certificate programs are added within the last 5 years.

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 0.71

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
28	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document

1.3 Curriculum Enrichment

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

Response:

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

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

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

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

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

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

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

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

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 2.5

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	1

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 0

1.3.3.1 Number of students undertaking project work/field work / internships

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers 3) Employers 4) Alumni

Response: E. None of the above

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

Response: E. Feedback not collected

File Description	Document
Upload any additional information	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 99.87

2.1.1.1 Number of students admitted year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
313	300	303	283	299

2.1.1.2 Number of sanctioned seats year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
300	300	300	300	300

File Description

Institutional data in prescribed format

Document

[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 100

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
126	126	126	126	126

File Description

Institutional data in prescribed format

Any additional information

Document

[View Document](#)

[View Document](#)

2.2 Catering to Student Diversity

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

Response:

After fresh admission of students the institution undertakes an awareness programme on the course structure, courses inducted, important combinations of courses for future higher studies and employment opportunities. The selection process for different courses are primarily based on merits, i.e; higher secondary marks secured by the students. The college has adopted continuous monitoring and evaluation mechanism under the Dibrugarh University guidelines. Sessional examination as well as seminars and group discussions are conducted to assess the learning levels of the learners.

The teacher assesses the nature of the problems of the slow learners and then motivate them in a friendly way to reach their academic goals. Additional classes are taken to clear doubts and re-explaining the critical topics for improving performance.

Advanced learners are identified through their performance in sessional examinations, interaction in class room and their fundamental knowledge, understanding concepts and articulation abilities etc.

Remedial classes are taken to clarify the doubts by re-explaining of critical topics to bridge the gap between slow and advanced learners as well as for improving performance.

Mentoring of students is done at various levels. Teacher of the departments play the role of mentoring the students to foster the mentees' academic and personal development. This has been done in both formal and informal ways.

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

Response: 38:1

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

Response:

The institution adopts various student centric methods to enhance the student involvement as a part of participative learning and problem solving methodologies such as group discussion, class room interaction, seminars, home assignments, field study etc.

Students are encouraged for active participation in the class by their interactions and are encouraged to ask questions and discuss problems related to their course.

In order to make the learning more student centric, some of the departments are equipped with laptops and

some of the classrooms are equipped with LCD projectors and the teachers try to make the maximum use of them.

Students are given assignments to develop their problem solving skills.

Excursion of students according to the requirements of the students of each department are carried out to enhance the experimental, participative and life skills of the students.

Group discussions among students are conducted by different department of the institution as a part of participative learning.

The students are encouraged to participate in extra-curricular activities such as quiz competition, debating competition, essay competition, annual college magazine, departmental magazine and wall magazines etc.

As a part of student centric methods for enhancing the learning experiences of the students, lecture and interactive methods are well supplemented by seminars and workshops.

Use of technological tools are also encouraged.

Field works in subjects like Travel & Tourism Management, Education, Home Science, Assamese, History and others also facilitate the teaching learning process.

Students participate in outreach and extension programmes, whereby they learn by interacting with the community through NSS, Women cell etc.

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

Participation of the students in the classroom is a must for better understanding of concepts and therefore, teachers try to get maximum involvement of the students by asking them their views on relevant topics of the syllabus, questioning them after a topic has been completed. Using ICT tools in the class room for better understanding and interesting of a topic is always encouraged. In order to make the learning more students centric, the departments are equipped with laptops and Wi-Fi facility. Some of the classrooms are equipped with LCD projectors and the teachers try to make the maximum use of them. Therefore, the college try to upgrade the class rooms with ICT enables facilities. The teachers can search their e-resources in Computer lab. Students are also given technological learning assistance and support through phone calls, e-mail and other social media. Up-to-date teaching-learning materials are exchanged through social media i.e; whatsapp.

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

Response: 38:1

2.3.3.1 Number of mentors	
Response: 21	
File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
Mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years	
Response: 100	
File Description	Document
Institutional data in prescribed format	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)				
Response: 2.86				
2.4.2.1 Number of full time teachers with <i>Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.</i> year wise during the last five years				
2018-19	2017-18	2016-17	2015-16	2014-15
2	0	1	0	0
File Description	Document			
Institutional data in prescribed format	View Document			
Any additional information	View Document			

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)	
Response: 18.05	
2.4.3.1 Total experience of full-time teachers	

Response: 379

File Description	Document
Institutional data in prescribed format	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The internal assessment is conducted by each department of the college under the rules set by the Dibrugarh University. Sessional examinations are taken on the topic taught in the class by keeping in mind the probable questions in the final examination. For transparency the results of the sessional examinations are displayed in the departmental notice boards for the students. Moreover, the evaluated answer scripts of the sessional examinations are shown to the students in respective classes. This is done to make the students aware of their mistakes and so score better marks in future.

Attendance register of the students is strictly maintained and it is given proper weightage of attendance in internal assessment.

Group discussions, home assignments, seminars are held as a part of internal assessment.

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

Response:

There is a provision for re-evaluation of answer scripts of final examination under the Dibrugarh University examinations rules. The students can also avail the RTI act in case of any examination related grievances with the help of the principal's initiative. Moreover, there is a provision for betterment examination at the end of the programme.

In case of internal assessment examination (sessional Examination) students are given freedom to enquire their marks if the marks are not upto their expectations. Moreover, answer scripts of the sessional examinations are shown to the students so that they will be aware of their mistakes and score better marks in future.

The process of dealing with examination related grievances is very transparent, time bound and efficient.

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.

Response:

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

File Description	Document
Upload any additional information	View Document

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

Response:

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

2.6.3 Average pass percentage of Students during last five years

Response: 80.5

2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
211	206	112	87	98

2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
211	225	170	113	144

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.37

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description

Institutional data in prescribed format

Document

[View Document](#)

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

3.1.2.2 Number of departments offering academic programmes

2018-19	2017-18	2016-17	2015-16	2014-15
8	8	8	8	8

File Description

Institutional data in prescribed format

Document

[View Document](#)

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years**Response: 5****3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	2	0	1	2

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.2 Research Publications and Awards**3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years****Response: 0****3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**Response: 2.05****3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
8	3	3	18	11

File Description	Document
Institutional data in prescribed format	View Document

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 last five years.

Response:

- N.S.S. unit of the college organizes different programmes from 2017 onwards such as celebration of World Environment day, International Yoga day, International Womens' day, one day orientation programme on Swachh Bharat Mission, Independence day, flood relief, participation in Swachata Pakhwada, Gandhi Jayanti, Rashtriya Ekta Divas, Seven Day Special Programme in Jungle Block (adopted village), Swach Bharat Summer Internship, speech on Cashless Transaction etc.
- Best Female Magazine Editor awarded to the college magazine editor organized by USTM, Meghalaya.
- Awareness programme on the '*Protection of Women from Domestic Violence Act*' in collaboration with District Legal Service Authority and speech on '*Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal Act, 2013)*).
- A programme on recitation of self composed poem '*Kabitar Abeli*' in collaboration with Sampreeti, Assam
- Workshops on Yoga in collaboration with Patanjali Yogapeeth, Moranhat in every year
- Teachers' Unit organizes different extension activities like flood relief programme, donations and assistance for the treatment of the needy students. Also, teachers take various classes in the nearby schools in subjects like English, Education, Economics, Assamese, History, Social Science etc.
- Celebration of International Women's day, World Environment day and organizes rallies and various programmes in order to create awareness and sensitize students, people about different issues related to women and environment. Also, some other significant days like National Voters' day, Mother-Tongue day is also observed every year.
- The college and most of the departments organize educational tours and field visits which also help students to interact with the neighbourhood community and make the students aware of neighbouring history, life and culture, its economic prospects and challenges and cultural assimilation. Moreover, college and departments also organize various speeches on different topics related to various issues and problems of the society.
- Two national seminars organized by Deptt. of Political Science and Deptt of Sociology
- All Assam Inter College Debate Competition on '*In the Contemporary International Scenario the Decision to Privatise the Oil Fields of Assam will not have Special Impact on the Socio-Economic Sector of the State*'.

- Career Counselling programme for the students in collaboration with MBA Royal Group of Institution.
- Health awareness camp on '*Diabetes*' by Dr. Mizan Ahmed and free sugar test is done. Also, an awareness camp on *Breast Cancer* and eye donation in collaboration with Marwari Mahila Manch.
- Recording and broadcasting programme in '*Yuvabani*', All India Radio, Dibrugarh.
- Symposia on relevance of NAAC Assessment and Accreditation Programme in the Institution of Higher Education; Writing Research Paper, Seminar Paper, Research Project; Building Positivity among the youth; Choice Based Credit System (CBCS).

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 61

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., year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
14	18	15	9	5

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years**Response:** 41.8**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., year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
300	300	300	300	300

File Description	Document
Institutional data in prescribed format	View Document

3.4 Collaboration**3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years****Response:** 0**3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of linkage related Document	View Document
Any additional information	View Document

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years**Response:** 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

MAAAC

Criterion 4 - 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.

Response:

The college has been offering a one stream course (Arts) with sufficient number of classrooms with the semester system and newly implemented CBCS system under Dibrugarh University on 2019-20. Classrooms are well equipped with adequate teaching learning materials to meet the need of the students. The college has adequate numbers of close circuit camera for monitoring the classroom cum campus activities. The college provides safe drinking water to the students using modern water purifiers. Besides conducting regular classes, the classrooms are used for conducting remedial classes, annual and semester examination, departmental meeting, indoor competition etc.

There are sufficient sitting arrangements for the teachers and the students in the classroom. All the classroom have proper lighting and ventilation system for the sake of students health and hygiene. There are two laboratories for Education and Home Science department. The institution has separate rooms for IQAC and Alumni. There is a well equipped canteen cum guest house inside the college campus. The college authority formed various committees for proper maintenance of infrastructure and physical facilities.

College has three phase electricity connection with its own transformer, provided by APDCL. Apart from these, the college has one generator set which is sufficient on the time of power interruption.

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

Response:

For all round development of the students the college encourages students to engage in co-curricular activities. The college organizes College Week programme annually where different competitions are held under sports and cultural section.

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

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**Response:** 9.09**4.1.3.1 Number of classrooms and seminar halls with ICT facilities****Response:** 2

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**Response:** 7.23**4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
1.81	1.95	1.70	2.05	0.94

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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

A library is the heart and soul of a college. The quality of education given in college can be roughly judged from the type of books in its library. The college library is governed by the college authority. It is assisted by an assistant librarian with a library assistant and a library bearer. The library facilities are given open access system to its users. Photocopying facility is also available for the readers. There is a provision of 'Book Bank' facility for BPL students which help to cater to their needs of book. It has about 15,130 books on various subjects. There are six journals and periodicals along with five newspapers. The library is divided into four major sections – general section, the reference book section, career counselling section and encyclopaedia section. The library has a reading room which can provide seating accommodation to minimum thirty students at a time. There is a separate reading room for teachers also. Library visiting

register is maintained by both teacher and students. New collections of books are arranged systematically in the departmental shelves. CCTV camera is installed for strict surveillance in the library. The issue and return of books has been managed by library staffs. A Library Committee is formed by the college authority for better maintenance of the library.

The college library was started along with the establishment of the college since 1992. It is equipped with SOUL as Integrated Library Management System (ILMS). The book data has been created by using SOUL. The automation process is not fully automated.

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: E. None of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 0.71

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

2018-19	2017-18	2016-17	2015-16	2014-15
0.23	2.24	0.28	0.30	0.50

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 12.3

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

Response: 100

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The College has two classrooms with projector and wifi facilities. It has free wi-fi facility inside the campus with single number of broad band modems. The college has internet facilities in office as well as in the library. Each department has been provided with a computer there is a server cum overhead scanner with four numbers of internet connectivity modems located in administrative office.

The IT facilities of the college is updating under the process. The admission and examination form fill-up and renewal of admission of the college has been made fully online from the academic year 2019-20. The Library has also computer with wifi facility.

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 38:1

4.3.3 Bandwidth of internet connection in the Institution

Response: D. 05 MBPS – 10 MBPS

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 4.99

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

2018-19	2017-18	2016-17	2015-16	2014-15
1.01	0.59	2.64	0.65	2.10

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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.

Response:

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

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 40.55

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
572	432	460	45	44

File Description

Document

Upload any additional information

[View Document](#)

Institutional data in prescribed format

[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description

Document

Institutional data in prescribed format

[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

- 1.Soft skills
- 2.Language and communication skills
- 3.Life skills (Yoga, physical fitness, health and hygiene)
- 4.ICT/computing skills

Response: E. None of the above

File Description	Document
Institutional data in prescribed format	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 0

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: C. 2 of the above

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0.18

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
0	2	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 38.39

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 81

File Description	Document
Institutional data in prescribed format	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 9.37

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) year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	5	6	7	9

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
86	73	72	56	50

File Description	Document
Institutional data in prescribed format	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 6

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) year-wise during the last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters and certificates	View Document

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)

Response:

Institution facilitates students representation and engagement in various administrative, co-curricular and extracurricular activities such as students council/ students representation on various bodies as per established processes and norms.

The students union is a inevitable part of the academic, Non-academic and Administrative bodies and committees of the institution (Alumni association, co-curricular activities etc.) The students union is elected annually under democratic procedures. Students' union represents and addresses students' views and grievances. As a spokesperson of the students' community they convey their grievances to concerned authorities for discussion and amicable solution.

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

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

The students members also assists the institution in implementing anti-ragging, anti-mobile and anti-tobacco measures to make the institution a ragging free, mobile free and tobacco free campus.

They are also empowered to organized departmental seminar, workshop, debate and quiz competitions, freshers' social, farewell etc. Many departments engage their students as editors of the wall magazines and departmental journals. The college organizes extension activities like flood relief, free health check up, assistance for border area victims etc. under the leadership of students.

The students have been given due representation in various Academic and Administrative bodies of the college.

The various Academic and Administrative bodies which have student representation on them are as follows:

- Editorial board of college magazine.
- Anti-ragging committee.
- NSS
- Election committee
- Students are also active participants in the departmental forum.

Besides these the students actively participants in the events /programmes organized by the following committee/bodies-

- Grievance Redressal cell
- Women Cell
- NSS unit
- College Health & Sanitation Club
- Cultural Programmes committee (occasion)
- Hostel Committee

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 0

5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description

Institutional data in prescribed format

Document

[View Document](#)

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

Response:

Alumni Association reflects and represents the past, present and future of an institution. Since its establishment, Moran Mahila Mahavidyalaya has produced a number of alumni who got placement and secure position in various fields in the society. The Alumni Association of Moran Mahila Mahavidyalaya is established in 2014. The association plays a significant role in building relationship among the alumni and reconnecting them with the institution. It organizes timely meeting where topics concerning development of the college are discussed. The alumni closely involved in various events organized in the college. The association organized an alumni meet on 23rd and 24th January, 2016. Coming back to the institution they shared their experiences and took part in various programmes. They also arranged a cultural rally and published a souvenir during the celebration of the meet. The association donated books to the college library.

The alumni actively participated in various events organized in the college. During the celebration of Silver Jubilee on 12th and 13th October, 2018, the alumni play active part in the college. A special programme was arranged for the alumni in the first day of the programme. They felicitated the present as well as the former teachers of the college. A talk was arranged by alumni on the topic “Contemporary education system and employment opportunity for women” delivered by Dr. Buljit Buragohain, Director, Girijananda Choudhury Institute of Management and Technology, Tezpur. It has contributed financially and physically towards the successful celebration of the silver jubilee programme.

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

Criterion 6 - 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

Response:

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

The head of the institution always encourages the teaching and non-teaching staffs to be empowered through participation in seminars, workshops, training programmes etc. The college infuses team spirit and co-operation amongst the students that is evident in College Week and other departmental activities. The Students Union Body of the college assures students full participation in various activities.

The Governing Body of the college supervises the smooth functioning of the administration and academic well being of the college. All the decisions regarding policy and planning is handled by the Governing Body consisting of the representatives of all stake holders. The college construction committee monitors the infrastructural development of the college and estimates the fund allocation in different developmental schemes. The college maintains different funds like General Fund, Games Fund, Examination Fund etc whose accounts are maintained with separate cash book, lesser book, passbook etc. The accounts are audited by the certified Chartered Account as well Govt. Auditors

The IQAC of Moran Mahila Mahavidyalaya was established in the year 2018. Since inception it has been working for the promotion and enhancement of quality along with the participation of the stakeholders. . The Quality Assurance Cell of the institution takes care of the regular planning and execution of all the quality initiative and quality assurance initiative measures adopted and implemented by it. The main task of the IQAC is to effectively plan all quality measures to sustain and enhance quality in all the activities of the institution.

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

Response:

The college has taken up various measures for decentralisation of power and such several committees has been set up with faculty members by the Principal of the college for overall management. The nodal

administrative body of the college is the Governing Body. The President and the members of the said committee are nominated by the State government through the approval of the Directorate of Higher Education. The Governing Body consists of the members from all the stakeholders and it acts as the nodal administrative body of the college with the Principal acting as its Secretary. All the activities relating to academic, administrative and other allied areas are planned and approved by the Governing Body based upon the government policies, current needs, feedbacks and representations from the different stakeholders.

The Principal is the Executive Head of the institution and is vested with powers to ensure the proper conduct of the academic programmes, research and extension activities. The Vice- Principal assists the principal in administration. Bottom-up approach is followed in the decision making in all departments guided by the Heads. Faculty involvement is active in various committees. All the committees are headed by a convenor who convenes meeting with other members at regular intervals to chalk out plans and strategies.

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

- The college encourages the organising of seminars, workshops, symposia etc for professional development and also provides financial support as per convenience.
- Leaves are granted to teaching and non-teaching staff for participating in professional development programmes.
- There exists regular government welfare scheme like maternity leave, child care leave.
- Teachers' Unit steps forward in providing mental and financial support to anyone if needs arise
- Inter institutional linkage are established by allowing the faculty members to visit various institutions as resource persons.
- Faculty members non-teaching members are delegated to participate in the programmes organised by the government and other social organisations.
- The college encourages students to get involved in extension services under the guidance of the faculty, in order to make the knowledge and skill acquired purposeful and also to instil social concern in youths.

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.

Response:

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

1. Principal:

Functions: Academic, administrative and financial functions are executed as per UGC and Directorate of Higher Education, Assam guidelines.

2. Vice-Principal:

Appointment: Senior most faculty.

Functions: Academic, administrative.

3. Head of the Departments:

Appointment: On the basis of seniority.

4. Teachers:

Appointment: As per UGC guidelines. Initial appointment is the post of Assistant Professor. Promotion is made as per UGC guidelines and State Govt. norms.

5. Non- Teaching Staff:

Appointment and promotion: As per Assam Government guidelines.

6. Service Rules: As per UGC and Govt. of Assam service rules.

7. Grievance and redressal mechanism:

Grievances are placed in meeting with Principal and Teachers' Unit and placed before Governing Body for further discussion through Principal and Teacher Representatives. The Governing Body works on the matter and takes appropriate actions for better redressal. The grievances of the students are communicated through the mentors and head of the departments.

6.2.3 Implementation of e-governance in areas of operation

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

Response: C. 2 of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.3 Faculty Empowerment Strategies

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

Response:

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

The college has regular government welfare schemes like maternity leave, CCL.

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0**6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description**Document**

Institutional data in prescribed format(Data template)

[View Document](#)**6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).****Response:** 52.38**6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
7	9	17	14	8

File Description**Document**

Institutional data in prescribed format(Data template)

[View Document](#)**6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff****Response:**

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

At the beginning of each academic session, the teachers are allotted with their courses to be taught and number of classes by the HoDs. These are submitted to the Head of the institution. The teachers submit their teaching plan to the HoDs as well as the IQAC. The HoDs, Vice-Principal and IQAC ensures that the

classes and courses are covered by the teachers duly along with submission of course completion certificate at the end of every semester.

The students' feedback plays a significant role in ensuring the performance of the teaching staff. The Annual feedback collected by the IQAC is both quantitative and qualitative. The IQAC analyses the feedback statistically. Feedback reports are submitted to Head of the institution who in turn place them in the Governing Body for discussion and necessary action. These feedback reports also help in preparing the Annual Confidential Report of the teaching staff.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The institution conducts external audits regularly. The institution has conducted internal audit for the year 2013-14, 2014-15, 2015-16 while external audit is being done annually by the Chartered Accountant, appointed by the college. The institution has conducted internal audit in various heads like General Fund, Library Fund, Building Fund, Welfare, Students Aid, Games, Union, Common Room, Fees, Development, Hostel, UGC and other grants received from state and central government from time to time. External audit on construction and other grants, as well as income and expenditure of internally generated funds have also been done through Chartered Accountant.

The institution maintains Cashbook, Ledger Books, Pasting files, utilization certificate wherever necessary, salary statement of employees.

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description

Document

Institutional data in prescribed format(Data template)

[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The college has an efficient financial system to manage its day to day activities and to mobilise resources in an efficient manner.

For its overall development, the institution applies to different bodies like state government, non-government, UGC, Oil, ONGC etc

The institution has a well strategised resource mobilisation policy in place.

Overhead charges from the research grants received from various government and non-government funding agencies.

A tentative budget is prepared for allocating funds to different heads like library, gymnasium, academic, building, sports, cultural development, Students' Aid, infrastructure etc.

The Governing Body decides the fee structure.

All fees/fines collected by the college administration through bank challans are deposited under the respective heads of accounts.

The institution has been acting as cashless campus since 2018. All payments are made through cheques or NEFT/RTGS/IMPS by the Principal of the college, subject to the approval of G.B. In circumstance cash payments are made. All the cheques are A/c payee, for maintaining transparency and smooth audit

In case of any purchase, quotations are invited from established firms. The purchase committee makes a comparative statement of the tendered quotations and the lowest bidder with requisite criteria (as per tender notice) is asked to supply the quoted materials. The payments are made only after receiving the material by A/c payee cheques.

For purchased related to laboratory, payments are made only after delivery and receiving the satisfactory verification report from the departments.

A Construction Committee is constituted by the Governing Body. to look after all construction related works. The plans and estimates of the constructions other than the constructions under PWD, Government of Assam are prepared by the appointed Engineer of the College. For all constructions, tenders are invited from reputed construction firms. A comparative statement of the tenders is prepared by the said committee and as usual, the lowest bidder with requisite criteria is considered. However, the GB reserves the right to cancel the order without assigning any reason thereof.

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

Response:

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

- The IQAC has initiated the mentor- mentee system in each department of the college as per the NAAC Guidelines, for assurance of quality in classroom teaching and helping out the slow learners and promoting the fast learners.
- The IQAC has initiated and facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation.
- The IQAC organised workshops on academic themes for the benefit of the students as well as teachers.
- IQAC also maintains documentation of the various programmes and activities leading to quality improvement in the institution like NSS activities, seminars, research activities etc.

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

- The IQAC makes arrangement for feedback response from students annually.
- Documentation of the various programmes and activities leading to quality improvement
- Providing a sound Learner- centric environment conducive to quality education and faculty maturation.
- The IQAC has initiated the mentor- mentee system in each department promoting interactions between the student and the faculty members. It helps in gauging the learning levels of the students and to take appropriate steps in this regard.
- Organises workshops, talks, symposium on quality related theme.
- The IQAC looks after the development of quality culture in the college through discussion with the teachers in the staff meeting.
- Preparation of IIQA & SSR as per guidelines and parameters of NAAC, to be submitted to NAAC

6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: E. None of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document

NVAAC

Criterion 7 - 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 last five years.

Response:

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

1. Boundary walls around the campus to restrict unauthorized entry inside the campus.
2. No one is allowed without ID-card.
3. The whole campus comes under the surveillance of CCTV cameras.
4. Grievance & Redressal cell is constituted to resolve the grievances of the students.
5. As per regulations of the university, college has Anti-Ragging Cell & Sexual Harassment Cell.
6. Presence of watchman, both at the Campus and at the Hostel Premises.
7. At the beginning of every academic year the principal addresses the new comers regarding safety, security and other facilities in the college.
8. The college has a beautiful Girls Common room equipped with water purifier, toilet & dustbin.
9. Women cell & College celebrates International Women's Day every year to sensitize students.
10. ICSSR Sponsored two days national Seminar on "Socio-economic Status of Women in North-East India: Issues & Challenges", organized by department of Economics on 20th – 21st January, 2014.
11. UGC Sponsored two days National Seminar on "Human Security and Women in North East India" held on 23rd to 24th August' 2014.
12. Awareness Camp on "Rights of Women and the Protection of women from Domestic Violence Act" in collaboration with District Legal Services Authority, Dibrugarh, held on 27-10-2014.
13. Speech on "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal Act'2013)", organized by women cell on 27-09-2014.
14. Career Counseling Programme, organized by Career Counseling Cell in collaboration with MBA Royal Group of Institution on 23-03-2016.
15. Programme on recitation of Self Composed poem ' Kabiter Abeli' organized by Women cell with Sampreeti Assam on 29-09-2016
16. Health Awareness camp on "Diabetes and Free Sugar Test" by Patsaku Hospital on 24-01-2017.
17. "Writing Research Paper, Seminar paper, Research Project", organized by Research, Extension and Consultancy Cell, IQAC on 02-03-2017.
18. Two days workshop on Yoga organized by NSS with Patanjali Yogapeeth, Moranhat, held on 19th to 21st June' 2017.
19. Participation in Swachata Pakkwada organized by NSS Unit & collaboration with Moran State Dispensary.
20. A well maintained hygienic Canteen within the campus meets the need of the students.
21. Adequate Toilet facilities with running water , and a sanitary pad disposing machine has been

provided.

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: D. 1 of the above

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

Solid Waste Management:

Garbage bins are used to collect solid wastes scattered around the college campus. Mainly plastic and bamboo bins are used in the college & hostel campus. Cleaning and emptying garbage bins is being done on a regular basis. Wastes collected are ultimately disposed off in a separate area. The NSS unit of the college has done many activities regarding the SBM, such as plantation programme, cleaning of public places, street art, distribution of leaflets and putting hoardings in college and nearby areas to avoid use of plastic.

Liquid Waste Management:

- The college provides access to safe sanitation system.
- It promotes appropriate management and disposal of domestic wastewater by proper drainage.

Biomedical Waste Management:

Since this is an Arts college, so there is no generation of biomedical waste in the campus.

E-Waste Management System:

E-waste in our college campus such as batteries, computer, printers and several other electronic devices are

destined for refurbishment, reuse, resale, salvage recycling etc.

Hazardous Chemical and radioactive waste Management:

Since, this is a college of only Arts stream, so not much hazardous chemicals and radioactive wastes are generated. The little amount so generated might be from batteries which are immediately resold and replaced.

Waste Recycle System:

The institution follows the three 'R's for waste management system. Recycling lessens our impact on the environment. The collected wastes are separated into wet wastes and dry recyclables (paper, cardboard, plastic, pet bottles, glass, metals etc.) and non-recyclables.

7.1.4 Water conservation facilities available in the Institution:

- 1. Rain water harvesting**
- 2. Borewell /Open well recharge**
- 3. Construction of tanks and bunds**
- 4. Waste water recycling**
- 5. Maintenance of water bodies and distribution system in the campus**

Response: E. None of the above

7.1.5 Green campus initiatives include:

- 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**

Response: D. 1 of the above

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

- 1. Green audit**
- 2. Energy audit**
- 3. Environment audit**
- 4. Clean and green campus recognitions / awards**
- 5. Beyond the campus environmental promotion activities**

Response: E. None of the above

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Disabled-friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. 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

Response: C. 2 of the above

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 500 words).

Response:

Since the inception of the institution our college has given focus on the promotion of inter-cultural harmony, respect and unity among diversity by imparting knowledge and responsibility. The institution takes various initiatives in providing an inclusive environment for tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities among students and nearby areas. These initiatives are-

1. Republic day & Independence Day are celebrated in every year.
2. Teachers' day is celebrated by the students every year.
3. College week is organized in every year by Student's Union & College Authority to promote sports, cultural and literary activities.
4. World Environment day is celebrated in every year by planting trees, organizing various competitions etc.
5. Recording and broadcasting programme with students by All India Radio, Dibrugarh.
6. Relief Aids are provided to the Border Conflict Victims of Assam Nagaland Border on 26-08-2014.
7. Celebration of International Women's day on 08-03-2016, organized by Women cell.
8. Providing Flood Relief at Kolowlua Village, khoawng in collaboration with Teacher's Unit and NSS Unit.
9. Speech on Cashless Transaction organized by NSS Unit in Collaboration with SBI Moran, on 23-01-2017.
10. Participation in Swachata Pakkwada, organized by NSS Unit collaboration with Moran State Dispensary
11. NSS Special Camp and Socio-Economic Survey in Jungle Block Village, organized by NSS Unit with Department of Education & College Health Sanitation Club with SBI, Moran held on 6th to 12th Jan' 2018.
12. International day of Yoga is celebrated by organizing workshop on Yoga, on 1st & 2nd June 2018.
13. Voters Awareness camp & VVPAT training, organized by Charaideo District Election Commission Office on 08-03-2019.
14. The NSS unit of the college has done many activities regarding the SBM, such as plantation programme, cleaning of public places, street art, distribution of leaflets and putting hoardings in college and nearby areas to avoid use of plastic.
15. Various departments of the college organize speeches on different topics every year in order to sensitize students towards different social issues.

- 16.College also observes Mother Tongue day from 2018 onwards for the promotion and to create awareness among students towards language and cultural diversity.
- 17.Some of the teachers of the college taking special classes in Dhemaji Desangpani HS School, Kachumari ME & LP School & Moran Girls High School under teacher exchange programme.

File Description	Document
Any other relevant information.	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

The College follows the set rules which are framed on the basis of the basic values of the Constitution. This includes sovereignty, socialism, secularism, democracy, justice, equality, fraternity, human dignity, and unity and integrity. Gender equality amongst the employees has been promoted. Other constitutional values like non-racialism and non-sexism have been prioritized. Equality of status, religious tolerance and abolition of untouchability has been strictly encouraged. Students and employees actively participate in encouraging humanitarian behaviour and attitudes towards their fellow being. The Teaching, non-teaching Staff including the Students have at various times offered help to those in distress, particularly when medical crisis arises amongst any member of the College fraternity. College organizes various programmes to sensitize the students regarding the moral values, and to bring everyone together, and promote unity. The Annual College Week is indeed a medium to bring all the students together. Students are sensitized regarding Voting Rights and to know about it practically, the College Union Body Election is held yearly. The College Union Body Election, helps to encourage the concept of equality amongst every students irrespective of their age and the class to which they belong, as every student after qualifying a certain criteria, is permitted to contest the election. Students are directed to be gentle in behaviour and talk with people of all ranks. Dignity of labour is being promoted, opening up myriad opportunities to choose among the students on the basis of their capability and qualification. `

Some of the programmes organized by the College for sensitization of students and employees towards constitutional obligations such as values, rights, duties and responsibilities of citizens are:

- 1.Celebration of Republic day & Independence Day in every year.
- 2.Celebration of Gandhi Jayanti.
- 3.Celebration of Teacher’s Day by the students every year.
- 4.Observation of the birth & death anniversary of Dr. Bhupen Hazarika.
- 5.World Environment day is celebrated in every year by planting sapling, organizing various competitions etc.
- 6.International day of Yoga is celebrated from 2016 onwards.
- 7.Awareness Camp on “Rights of Women and the Protection of women from Domestic Violence Act” in collaboration with District Legal Services Authority, Dibrugarh, held on 27-10-2014.
- 8.Speech on “Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal

- Act-2013),” organized by Women Cell, held on 27-09-2014.
9. Observation of National Unity Day on 31st October, 2016.
 10. Speech on Cashless Transaction organized by NSS Unit in Collaboration with SBI Moran, on 23-01-2017.
 11. Observation of National Voters Day on 25-01-2018.
 12. Observation of Matribhasha Divas on 21-02-2018.
 13. Voters Awareness camp & VVPAT training, organized by Charaideo District Election Commission Office on 08-03-2019.
 14. Displaying the code of conduct, duties & responsibilities of Teachers, employees and Students in the College Website.
 15. Teaching, Non-Teaching staff and students provides financial support and aid to various people and occasions such as Bonti Chutia (Rs. 89,200), Pragyapriya Baruah (Rs.46,200), Ratul Chutia (Rs.50,000), Ranjumoni Pator (Rs. 5050), Flood Relief (Rs.39350).

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.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: D. 1 of the above

File Description	Document
Code of ethics policy document	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

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

File Description	Document
Any other relevant information	View Document

7.2 Best Practices

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

Response:

1. Title of the Practice: Socio-Economic Survey, Educational Programme for School Children, Awareness on Digital economy, Health and Hygiene and Government Schemes by NSS unit of the college

Objectives of the Practices:

1. To ensure that development of students' personality is possible through community service
2. To inculcate social welfare among students and to provide service to society without bias
3. To imply higher education knowledge accessible for community development
4. To enable the students to understand their neighborhood community
5. To identify the needs and problems of the community and encourage students' involvement in solving the problems
6. To acquire leadership qualities and democratic attitude among students
7. To develop awareness among villagers about different issues of environment
8. To give a firsthand knowledge to the students about the socio-economic condition of villagers
9. To develop awareness among village people about health and hygiene, digital economy and various government schemes for rural development.
10. To interact with the school going children and encourage them for pursuing higher education.

The Context

In India, majority of people lives in rural and remote areas. Most of the people in the villages living under the condition of poverty, illiterate and unemployed. The development of all aspects within rural communities is vital for the effective development of the country. It is the prime duty of higher education institutions and students studying in it to understand the socio-economic status and problems of village people and to forward a helping hand for the solution of their problems. Furthermore, rural people need to be aware of different environmental issues and its effects on our livelihood, concept of health and hygiene, nutrition for healthy growth, digital economy, various government schemes undertaken for rural development and all other modern and innovative methods and techniques.

The Practise:

Students are exposed to experience the real picture of the Society. They practically interacts and try to convey the message of their concerned objectives. Teachers stands as their backbone, yet they are made to move forward to know and understand the real face of the society, where maximum peoples are unaware of the contemporary things that have become part and parcel in our daily lives.

Evidence of Success

Students are benefitted by the practise. By personally contacting various peoples with their concerned motive, they are able to grasp more information and clear out their concepts on the pros and cons on the concerned subject. They become more practical and it further helps them to become conscious citizens.

Problems Encountered and Resource Required

The major problem encountered in the practise is, less co-operation by the concerned mass. The College takes the initiative to reach them, with every necessary tool, but at various times the respondents are minimal, and this lead to partial success of the mission. Respondents for whom awareness programmes are organised takes the objective lightly, and this finally creates a barrier to the overall mission.

Financial Resource is needed at times for the funding of the programmes, but at various times, there arises some disappointment, as the authority fails to cater to all the needs. The authority too fall prey to the same crisis due to lack of funding agencies, and this at times slows down the zeal of the fraternity to take up such awareness programmes.

2. Title of the Practice: Practise of Moral and Social Values**Objectives:**

1. To make students understand their Social responsibilities.
2. To help them understand the importance of 'Respect'. As 'Respect' is an essential moral value, and it plays an important role in one's behaviour around strangers and elders.
3. To guide them to be adjusting and compromising, as that would help them in curbing their personality.
4. To encourage students to be empathetic, as that would help them in becoming a functional part of the society.
5. To help them to value and respect every religion, by becoming 'humane', and be less judgemental on the basis of caste, creed and religion.
6. To cultivate in them, love for humanity, as this being the most powerful weapon.
7. To inculcate in the students vices like Kindness, that enables them to be considerate and treat others well, and Preserverance i.e. persisting in a course of action, belief or purpose.
8. To encourage Charity and Community works as part of their moral lessons.

Context:

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

The Practise:

To promote awareness and concern about social and moral responsibilities, the students are made aware of the problems that arise unexpectedly in our lives. Be it a natural disaster, clash amongst communities, border tensions, health issues or family worries, students are exposed to these multiple conditions, and they are left to participate as concerned citizens in helping them resolve. At various times, they have been asked to offer minimal contribution depending on their family's ability, to offer support for a better cause. The College holds evidence of Students collecting funds to help Flood victims, victims of Border Conflict, helping co- students and employee of College, in need of Medical emergency.

Evidence of Success:

This initiative has been glorified, as it has nurtured students in garnering moral and social responsibilities. Students have understood to show their alarming views at the time of emergency and crisis. They tend to be more 'humane' and less selfish. 'Sharing is Caring' has become the motto of the students in the course of time.

Problems Encountered and Resources required:

At various times, many students tend to stay away, as they have family issues. Some students' guardians do not allow them to venture the affected area, be it Flood affected area, or other places to offer relief or rescue aid. Many students come from various remote areas, and sometimes-sudden plans debar them from taking part in the initiatives. All the students cannot be taken as Volunteers, to the allotted destination for relief aids, as it is not feasible, and might result to overcrowding.

7.3 Institutional Distinctiveness**7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words****Response:**

With a mission to educate the women from the backward areas of the neighbourhood, the College has been established in 1992, with a management totally committed to diversity and inclusion. Majority of the students hail from the remote, rural villages and Tea gardens of the neighbourhood. The College has a history of visiting the villages and rural suburbs, to motivate the orthodox and conservative families regarding the importance of educating the girl child and enable them to pursue higher education. In order to promote the literacy rate of women, the College gives admission to the students, regardless of their performance in Class 12 examination. Even students with percentages in 30's and 40's, are given admission, and are equally treated, mentored and given equal provision for experiencing every facility within the campus. The students admitted with minimal marks complete their graduation with flying colours. The College takes pride in mentoring and educating the Best Graduate of Dibrugarh University for the year 2017. The success of the College lies in making the students self dependent and financially stable.

Students are provided unstinted emotional support by the Faculty members and Management at times of personal problems and family bereavement. They are visited at home for offering strength and support. Students' overall behaviour is kept in check, and guardians are intimated at once, if they are found to be unstable, and to have fallen prey to danger. Faculties use bilingual mode of interaction and explanation, for the benefit of the students, as majority of students are from vernacular medium. College conducts various activities to ensure student centric learning environment. Field trips are conducted to introduce the students to the outer world and provide exposure. Sensitivity to the environment and eco-consciousness is fostered in every activity pursued within the campus.

The College takes delight in reporting the learning outcomes of the students, as many students have been qualified in the admission tests for various Post-graduation programmes under various universities across the State. A good number of students have qualified Teachers' Eligibility Test conducted by the Govt. of Assam. There are also a few NET and JRF qualified, and Ph.D obtained alumni.

The sole objective of the Management and Faculty of Moran Mahila Mahavidyalaya is to perform their role efficiently for the transformation of human resource into educated, professionally skilled and socially responsible citizens who are indeed the true wealth of the nation.

Moran Mahila Mahavidyalaya is the only Women higher educational institution in vast Moran area. The objective of the institution is to empower woman through access to higher education. The college has also given focus on the promotion of inter-cultural harmony, respect and unity among diversity by imparting knowledge and responsibility. The college offers Bachelor in Arts in Assamese, English, Economics, Education, Sociology, History, Political Science and Home Science. The College boost of excellent results in UG with consistent attainment of First class holders in university examination in UG level. The number of first class holders is 220 out of 863 since last five years. In 2017-18, Pallabi Bhattacharjya (M-9101473500) got best graduate and first class first rank holder in Education. Prarthana Chutia (M-8133821768) also secured first class first rank in Education in the year 2014-15.

In the field of sports Moran Mahila Mahavidyalaya has the credit to create a distinctive recognition in various inter-college events. Pragya Priya Boruah (48 kg) & Purnima Khanikar (51 kg) got first position in inter-college boxing competition, 2017-18 and Pragya Priya Boruah (M-6901764175) received Best Boxer (W) award in the same event. Again our collage has a women football team, which has got Runner-Up award two times in the year 2018 & 2019. The Kabbadi Team of our college also got Runner up award in inter-college Kabbadi competition 2016-17. Our student Mridula Mech (M-7635965937) has been selected for Assam state Women football team in the year 2018-19. In literature Lunamoni Mohan got Best Women Editor award organized by University of Science & Technology, Meghalaya in 2015-16. Manashi Bakatial & Unmesha Dutta attained 2nd best debating team and Manashi Bakatial got Best Deabator prize in the All Assam debating competition organized by Moran Mahila Mahavidyalaya on 2016-17. Panchurika Changmai (M-7002157623) and Bornali Kalita got first and second prize respectively in the Eassy Competetion in the Celebration of 72 nd Independence Day organized by Charaideo district Andimistration. Panchurika Changmai and Pompy Gogoi (M-6002115964) also got first and second prize in the Eassy Competetion on "Cleanliness & Civilization" organized by Charaideo district Administration. Again Panchurika Changmai also got first prize in All Assam Self Composed Poem Competition on the occasion of Silver Jubilee Celebration, Moran Mahila Mahavidyalyaya. One of our students Nita Chetia (M-7002170849) is now a famous singer of Assam. Our Ex-students Maytraee Phukon (M-8638573160) is an anchor at All India Radio Dibrugarh, Puspanjalee Haldar is a video editor at Doordarshan Kendra Itanagar, Swarnapori Phukon & Suman Phukon are fashion designers etc. While alumni like Dr. Rima Kotaky (M-8011922628), Dikshita Lukurakhan (M-9864580411) & Jeoti Pangging (M- 9854560844) are

working as an Assistant Professor in Moran Mahila Mahavidyalaya, Dr. Papori Katoky (M-9954704926) is working as Teacher in Oil India HS School, Bhagyashree Shyam (M-7896127456) is working as a assistant Professor in Jorhat Kendriya Mahavidyalaya, Arotee Newar (M-9435085193), Assistant professor of DCB Girls College, Jorhat, Gayotree Newar (M-9954751805), Lecturer of North Eastern Regional Language Centre, Guwahati, etc. Hazara Khatun (M-8402814886) and Dipika Gogoi (M-9957413413) are working as office assistant in Moran Mahila Mahavidyalaya.

Therefore, the college is not only promoting women education but also creating interest towards sports, culture and other extension programs among the students specially students from rural areas. It takes the responsibility to provide a concrete platform for students to perform at national and international levels.

NAAC

5. CONCLUSION

Additional Information :

Moran Mahila Mahavidyalaya, established in 1992, is the only higher educational institution of woman, in the vast Moran region in historic Charaideo district. This institution was provincialised by the government of Assam in 1st January, 2013. In the year 2018, the college completed 25 years and celebrated its silver jubilee.

The College has been initiating various Seminars under the active participation of various Departments for Academic upliftment. It has also organised Inter College Debate Competition twice in the years 2016 and 2019 respectively. In case of academic performance, the institution is able to create a distinctive recognition under Dibrugarh University by producing departmental topper and best graduate. Some students like Arati Newar, Dr.Rima Kotoky, Nizara Phukon , Nasreen Begum, Manashi Bakatial & Rajlaxmi Konwar are able to ranked first in MA examination in their respective departments. Tulika Khanikar and Dipandita Chetri bagged second prize in 57 kg and 52 kg respectively at Dibrugarh District Powerlifting Competition 2019 held at Chabua .

Faculty Members have been actively participating in various Social activities. Mr. Devabrat Mahanta has been awarded various National and International Awards in the field of Painting. Basanta Phukon awarded best presiding officer by district administration, Charaideo.

Construction works within the College campus are in progress. Indoor Stadium is under construction and Academic Block has been partly completed.

There is complete transparency and openness in the institution's financial, academic, administrative and auxiliary functions, as the status and dignity of the institution depends primarily on it. There is total transparency in admission and examination as well. Admission procedure strictly follows the government reservation policies and the seat reservation process is thus equally transparent .There is also a transparent accomplishment of the Examination process, and results are displayed in the College notice board and result related grievances are met transparently by the authority. Administrative functioning is adhered as per the government rules and impartiality in its execution is strictly maintained. Financial transparency is maintained by adopting Government audit, appointing internal auditor or Chartered accountant duly appointed by the authority.

Concluding Remarks :

Moran Mahila Mahavidyalaya is established in 1992 and celebrated Silver Jubilee (25 years) in the year 2018. From the inception, the institution empowers woman through education and other co-curricular activities. The college is marching towards achieving its goal of excellence in teaching-learning and co-curricular activities under Dibrugarh University.

The College aims at all round development of the students. Accepting the innumerable challenges, it has been able to meet the expectation of the people of the locality, by uplifting its motto and promoting Women education in this semi-urban locality. The College has a commendable contribution in nurturing the girl students, from extreme rural and financially deprived backgrounds, and making them become self-sufficient and self-dependent.

Keeping in view the various changes introduced in the realm of Higher education, the institution has been trying to develop its infrastructure, technology and other related conditions. But due to lack of fund the college has not achieve this growth till date.

The college has applied for the 1st cycle of accreditation under NAAC, and preparation of SSR in the process, has helped much in making us aware of putting into use our assets in a better way, along with the potential developments that can be made in the days to come.

NAAC

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.1.3	<p>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 last five years</p> <ol style="list-style-type: none"> 1. Academic council/BoS of Affiliating university 2. Setting of question papers for UG/PG programs 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses 4. Assessment /evaluation process of the affiliating University <p>Answer before DVV Verification : C. Any 2 of the above Answer After DVV Verification: D. Any 1 of the above Remark : Only serial no. 4 is considered as the Principal of the HEI is the Zonal Officer.</p>
1.3.3	<p>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year</p> <p>1.3.3.1. Number of students undertaking project work/field work / internships Answer before DVV Verification : 272 Answer after DVV Verification: 0</p> <p>Remark : Report of the field visit/sample photographs of the field visit are not attached to support the claim.</p>
1.4.1	<p><i>Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders</i></p> <ol style="list-style-type: none"> 1) <i>Students</i> 2) <i>Teachers</i> 3) <i>Employers</i> 4) <i>Alumni</i> <p>Answer before DVV Verification : D. Any 1 of the above Answer After DVV Verification: E. None of the above</p>
1.4.2	<p>Feedback process of the Institution may be classified as follows:</p> <p>Options:</p> <ol style="list-style-type: none"> 1. Feedback collected, analysed and action taken and feedback available on website 2. Feedback collected, analysed and action has been taken 3. Feedback collected and analysed

4. **Feedback collected**
5. **Feedback not collected**

Answer before DVV Verification : C. Feedback collected and analysed
Answer After DVV Verification: E. Feedback not collected

2.1.2 **Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)**

2.1.2.1. **Number of actual students admitted from the reserved categories year wise during last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
275	273	276	247	272

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
126	126	126	126	126

Remark : Counted only those seats filled against the quota w.r.t 2.2 and as per the attached authorized list also.

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

2.3.3.1. **Number of mentors**

Answer before DVV Verification : 25

Answer after DVV Verification: 21

Remark : Revised w.r.t 3.1 of the extended profile. Issues raised and resolved in the mentor system is not attached as mentioned in the SOP.

2.4.3 **Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)**

2.4.3.1. **Total experience of full-time teachers**

Answer before DVV Verification : 25

Answer after DVV Verification: 379

Remark : Revised considering the experience of 21 full-time teachers as per the sanctioned post.

3.2.1 **Number of papers published per teacher in the Journals notified on UGC website during the last five years**

3.2.1.1. **Number of research papers in the Journals notified on UGC website during the last**

five years.

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
3	2	1	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : Actual link of UGC for journals is not given.

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

3.2.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
9	3	3	18	11

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
8	3	3	18	11

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

3.3.2.1. Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
11	4	0	1	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : These awards are to the institution and not to the individual and for extension activities

only.

3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years

3.4.1.1. Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1	2	0	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : Proper copies of collaboration are not attached to support the claim.

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

4.1.4.1. Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1479200	4909803	1707719	544610	219782

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1.81	1.95	1.70	2.05	0.94

Remark : Revised considering the expenditure for infrastructure augmentation only as per the attached statement.

4.2.2 The institution has subscription for the following e-resources

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Answer before DVV Verification : D. Any 1 of the above

Answer After DVV Verification: E. None of the above

4.2.3 **Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)**

4.2.3.1. **Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
73367	240489	141162	49455	49477

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0.23	2.24	0.28	0.30	0.50

Remark : Revised as per the attached statement.

4.4.1 **Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)**

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
486197	475883	725945	481344	306125

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1.01	0.59	2.64	0.65	2.10

Remark : Revised considering only the Repair/Maintenance as per the attached audited statement.

5.1.2 **Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years**

5.1.2.1. **Total number of students benefitted by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	2	3

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : Only list of the students will not be accepted. Neither policy document nor copies of award of freeships, scholarships or Audited Statement showing the expenditure on scholarships/freeships etc. is attached.

5.1.3 **Capacity building and skills enhancement initiatives taken by the institution include the following**

1. **Soft skills**
2. **Language and communication skills**
3. **Life skills (Yoga, physical fitness, health and hygiene)**
4. **ICT/computing skills**

Answer before DVV Verification : C. 2 of the above

Answer After DVV Verification: E. None of the above

Remark : Photos are non geo tagged. Copy of circular/brochure/report of the event and other supporting proofs as per SOP are not provided.

5.1.4 **Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years**

5.1.4.1. **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
300	250	0	200	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : Necessary supporting documents are not provided as mentioned in SOP.

5.1.5 **The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Answer before DVV Verification : C. 2 of the above
 Answer After DVV Verification: C. 2 of the above
 Remark : Initial HEI input is accepted considering serial nos. 1 & 4.

5.2.1 Average percentage of placement of outgoing students during the last five years

5.2.1.1. Number of outgoing students placed year - wise during the last five years.

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
0	4	7	1	9

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	2	0	0	0

Remark : Revised as per the proof attached. Authorized list including pay packages of all the students is not attached.

5.2.2 Average percentage of students progressing to higher education during the last five years

5.2.2.1. Number of outgoing student progressing to higher education.

Answer before DVV Verification : 111

Answer after DVV Verification: 81

Remark : Revised as per the proofs attached.

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (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) year wise during last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
3	5	6	7	9

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1	5	6	7	9

5.2.3.2. Number of students appearing in state/ national/ international level examinations

(eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
86	73	72	56	50

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
86	73	72	56	50

Remark : Revised as per the certificates attached.

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

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) year-wise during the last five years.

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
10	1	3	1	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	0	0	0

Remark : Revised considering only inter-university/state/national or international achievements.

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
8	4	5	3	2

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15

0	0	0	0	0
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Remark : Report of the events/along with photographs appropriately dated and captioned is not provided.

5.4.2 **Alumni contribution during the last five years (INR in lakhs)**

Answer before DVV Verification : D. 1 Lakhs - 3 Lakhs

Answer After DVV Verification: E. <1 Lakhs

Remark : Annual audited statements highlighting Alumni contribution certified by CA is not provided.

6.2.3 **Implementation of e-governance in areas of operation**

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Answer before DVV Verification : C. 2 of the above

Answer After DVV Verification: C. 2 of the above

Remark : Serial nos. 1 & 3 are considered.

6.3.2 **Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.**

6.3.2.1. **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	3	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : Mere cash vouchers for payment will not be considered as per SOP.

6.3.3 **Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**

6.3.3.1. **Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	3	4	3

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : Seminars/invited talks cannot be included in this metric. Proper reports and other documents as per SOP are not provided.

- 6.3.4 **Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).**
- 6.3.4.1. **Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
7	9	17	19	17

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
7	9	17	14	8

- 6.5.3 **Quality assurance initiatives of the institution include:**
- 1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
 - 2. Collaborative quality initiatives with other institution(s)**
 - 3. Participation in NIRF**
 - 4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Answer before DVV Verification : D. 1 of the above

Answer After DVV Verification: E. None of the above

Remark : Feedback analysis and action taken report are not provided.

- 7.1.2 **The Institution has facilities for alternate sources of energy and energy conservation measures**

- 1. Solar energy**

	<ol style="list-style-type: none"> 2. Biogas plant 3. Wheeling to the Grid 4. Sensor-based energy conservation 5. Use of LED bulbs/ power efficient equipment <p>Answer before DVV Verification : D. 1 of the above Answer After DVV Verification: D. 1 of the above Remark : LED bulbs accepted as per the bills attached.</p>
7.1.5	<p>Green campus initiatives include:</p> <ol style="list-style-type: none"> 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 <p>Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: D. 1 of the above Remark : Landscaping with trees and plants is considered.</p>
7.1.7	<p>The Institution has disabled-friendly, barrier free environment</p> <ol style="list-style-type: none"> 1. Built environment with ramps/lifts for easy access to classrooms. 2. Disabled-friendly washrooms 3. Signage including tactile path, lights, display boards and signposts 4. 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 <p>Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: C. 2 of the above Remark : Ramps & wheel chair are considered.</p>
7.1.10	<p>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</p> <ol style="list-style-type: none"> 1. The Code of Conduct is displayed on the website 2. There is a committee to monitor adherence to the Code of Conduct 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized <p>Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: D. 1 of the above</p>

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of courses offered by the Institution across all programs during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>20</td> <td>20</td> <td>20</td> <td>20</td> <td>20</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>40</td> <td>40</td> <td>40</td> <td>40</td> <td>40</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	20	20	20	20	20	2018-19	2017-18	2016-17	2015-16	2014-15	40	40	40	40	40
2018-19	2017-18	2016-17	2015-16	2014-15																	
20	20	20	20	20																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
40	40	40	40	40																	
1.2	<p>Number of programs offered year-wise for last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	1	1	1	1	1	2018-19	2017-18	2016-17	2015-16	2014-15	8	8	8	8	8
2018-19	2017-18	2016-17	2015-16	2014-15																	
1	1	1	1	1																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
8	8	8	8	8																	
2.2	<p>Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>149</td> <td>149</td> <td>149</td> <td>149</td> <td>149</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>126</td> <td>126</td> <td>126</td> <td>126</td> <td>126</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	149	149	149	149	149	2018-19	2017-18	2016-17	2015-16	2014-15	126	126	126	126	126
2018-19	2017-18	2016-17	2015-16	2014-15																	
149	149	149	149	149																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
126	126	126	126	126																	
2.3	<p>Number of outgoing / final year students year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>141</td> <td>206</td> <td>112</td> <td>87</td> <td>98</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>211</td> <td>225</td> <td>170</td> <td>113</td> <td>144</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	141	206	112	87	98	2018-19	2017-18	2016-17	2015-16	2014-15	211	225	170	113	144
2018-19	2017-18	2016-17	2015-16	2014-15																	
141	206	112	87	98																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
211	225	170	113	144																	

3.1	<p>Number of full time teachers year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="196 271 986 383"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>25</td> <td>25</td> <td>25</td> <td>25</td> <td>25</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1" data-bbox="196 465 986 577"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>21</td> <td>21</td> <td>21</td> <td>21</td> <td>21</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	25	25	25	25	25	2018-19	2017-18	2016-17	2015-16	2014-15	21	21	21	21	21
2018-19	2017-18	2016-17	2015-16	2014-15																	
25	25	25	25	25																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
21	21	21	21	21																	
4.1	<p>Total number of classrooms and seminar halls</p> <p>Answer before DVV Verification : 22</p> <p>Answer after DVV Verification : 11</p>																				
4.2	<p>Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="196 898 986 1010"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>4858434</td> <td>6476609</td> <td>3861002</td> <td>1616893</td> <td>2042980</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1" data-bbox="196 1093 986 1205"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>32.87</td> <td>46.57</td> <td>61.82</td> <td>10.72</td> <td>20.43</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	4858434	6476609	3861002	1616893	2042980	2018-19	2017-18	2016-17	2015-16	2014-15	32.87	46.57	61.82	10.72	20.43
2018-19	2017-18	2016-17	2015-16	2014-15																	
4858434	6476609	3861002	1616893	2042980																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
32.87	46.57	61.82	10.72	20.43																	
4.3	<p>Number of Computers</p> <p>Answer before DVV Verification : 21</p> <p>Answer after DVV Verification : 31</p>																				