

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

#### I. Details of the Institution

1.1 Name of the Institution	M.C. DAS COLLEGE, SONAI
1.2 Address Line 1	P.O.-SONAIMUKH
Address Line 2	DIST.-CACHAR (ASSAM)
City/Town	SILCHAR
State	ASSAM
Pin Code	788119
Institution e-mail address	mcdcollege1972@gmail.com
Contact Nos.	03842-274634 / 03842-274432
Name of the Head of the Institution:	DR. BAHARUL ISLAM LASKAR
Tel. No. with STD Code:	03842-274432
Mobile:	9435988843

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:

*(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)*

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	70.00	2004	2009
2	2 <sup>nd</sup> Cycle	Nil	Nil	Nil	Nil
3	3 <sup>rd</sup> Cycle	Nil	Nil	Nil	Nil
4	4 <sup>th</sup> Cycle	Nil	Nil	Nil	Nil

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 AQAR for the year (for example 2010-11)

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR \_\_\_\_\_ Nil \_\_\_\_\_ (DD/MM/YYYY)4  
ii. AQAR \_\_\_\_\_ Nil \_\_\_\_\_ (DD/MM/YYYY)  
iii. AQAR \_\_\_\_\_ Nil \_\_\_\_\_ (DD/MM/YYYY)  
iv. AQAR \_\_\_\_\_ Nil \_\_\_\_\_ (DD/MM/YYYY)

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

Science & Commerce Stream are in the affiliated stage. Hindi & Arabic programmes of Arts stream are also in the affiliated stage.

1.12 Name of the Affiliating University (for the Colleges)

ASSAM UNIVERSITY, SILCHAR

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	N/A		
University with Potential for Excellence	N/A	UGC-CPE	N/A
DST Star Scheme	N/A	UGC-CE	N/A
UGC-Special Assistance Programme	NIL	DST-FIST	NIL
UGC-Innovative PG programmes	NIL	ther (Specify)	NIL
UGC-COP Programmes	YES	Fishery & Acqua culture	

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	06
2.2 No. of Administrative/Technical staff	02
2.3 No. of students	Nil
2.4 No. of Management representatives	01
2.5 No. of Alumni	Nil
2. 6 No. of any other stakeholder and community representatives	Nil
2.7 No. of Employers/ Industrialists	01
2.8 No. of other External Experts	Nil
2.9 Total No. of members	10
2.10 No. of IQAC meetings held	
2.11 No. of meetings with various stakeholders:	No. 01 Faculty 03
Non-Teaching Staff Students	01 Alumni 01 Others 00

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

50,000.00

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. Nil International Nil National Nil State Nil Institution Level Nil

(ii) Themes

Nil

2.14 Significant Activities and contributions made by IQAC

The action plan prepared by the IQAC for the session 2011-12 and that of the preceding years have been implemented/executed to a large extent which is a significant achievement of the IQAC.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
Attached in Annexure No. 1	Attached in Annexure No. 2

\* Attach the Academic Calendar of the year as Annexure. No. 3

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

The IQAC was placed before the Governing Body of the College for evaluation. The GB after necessary verification expressed satisfaction over the activities of the IQAC around the session provided few suggestion for improvement in some specific field of activities.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	Nil	Nil	Nil	Nil
PG	Nil	Nil	Nil	Nil
UG	08	Nil	03	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	Nil	Nil	Nil	03
Others	03		03	03
<b>Total</b>	811	Nil	Nil	Nil

Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	08 + 02 (self financing)
Trimester	Nil
Annual	Nil

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students

*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

##### 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No

##### 1.5 Any new Department/Centre introduced during the year. If yes, give details.

N/A

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
20	15	05	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

02
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2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
03	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil	04	Nil
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	Nil	05	Nil
Presented papers	Nil	01	Nil
Resource Persons	Nil	Nil	Nil

2.6 Innovative processes adopted by the institution in Teaching and Learning:

The Institution has limited scope for practicing self innovative process under the rigid affiliating system of the University. However efforts are made to supplement class room method by arranging interactive session involving group discussion to widen the scope of chalk-talk method.

2.7 Total No. of actual teaching days during this academic year

175
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Nil
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2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

Nil	Nil	Nil
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2.10 Average percentage of attendance of students

69%
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2.11 Course/Programme wise distribution of pass percentage :

**2011-2012**

Title of the Programme		Total no. of students appeared	Division				
			Distinction %	I %	II %	III %	Pass %
Arts Part-III	New	111	Nil	Nil	13.50	44	57.50
	Old	35	Nil	Nil	Nil	50	50
Science Part-III		02	Nil	Nil	Nil	Nil	Nil
Commerce Part-III		03	Nil	Nil	Nil	66	66

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

The quality checks instituted by the IQAC in the form of (a) student assessment of class room teaching, (b) teacher wise, subject wise analysis of university result (c) periodic staff meeting by revised of departmental performance and (d) giving most importance to faculty development all go together to gear up the teaching learning and the evaluation procedure at the college.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	02
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others	Nil

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	13	Nil	13	Nil
Technical Staff	Nil	Nil	Nil	Nil



## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

To improve the research culture the IQAC activity encourages the faculties to undertake research projects in their areas of specialisation and extends the necessary assistance to obtain funding from various agencies especially from the UGC under the active initiative four teachers received grant for MRP.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	04	01	Nil
Outlay in Rs. Lakhs	Nil	N/A	75,000.00	Nil

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	Nil	Nil	Nil
Non-Peer Review Journals	Nil	Nil	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	Nil	Nil

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	Nil	Nil	Nil	Nil
Minor Projects	2011-2012	UGC NERO	75,000/-	75,000/-
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects <i>(other than compulsory by the University)</i>	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	Nil

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	Nil	Nil	Nil	Nil	01
Sponsoring agencies	Nil	Nil	Nil	Nil	ACTA

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
	Nil	Nil	Nil	Nil	Nil	Nil

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

Nil

Nil

3.19 No. of Ph.D. awarded by faculty from the Institution

Nil

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF Nil SRF Nil Project Fellows Nil Any other Nil

3.21 No. of students Participated in NSS events:

University level N/A State level N/A

National level Nil International level Nil

3.22 No. of students participated in NCC events:

University level Nil State level Nil

National level Nil International level Nil

3.23 No. of Awards won in NSS:

University level Nil State level Nil

National level Nil International level Nil

3.24 No. of Awards won in NCC:

University level N/A State level N/A

National level N/A International level N/A

### 3.25 No. of Extension activities organized

University forum	Nil	College forum	04		
NCC	01	NSS	02	Any other	02

### 3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

(a) Awareness programme on disaster management

(b) Blood Donation camp under the auspices of the Red ribbon Society of the College.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	84000 sq.ft.	10000 sq.ft.	UGC	94000 sq. ft.
Class rooms	50000 sq. ft.	Nil	Nil	50000 sq. ft.
Laboratories	3000 sq. ft.	1200 sq.ft.	UGC	4200 sq. ft.
Seminar Halls	Nil	Nil	Nil	Nil
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	38	08	UGC	46
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs.13,48,339.00	6,15,580.00	UGC	1963919.00
Others	Nil	Nil	Nil	Nil

#### 4.2 Computerization of administration and library

Computerisation of the Office and Library has been completed.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6117	30,18,311.00	455	101000.00	7117	31,19,311.00
Reference Books	787	7,03,000.00	283	85000.00	1070	7,88,000.00
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	12	16350.00	02	Nil	14	16350.00
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	Nil	Nil	Nil	Nil	Nil	Nil
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	24	00	03	01	10	06	00	04
Added	06	Nil	01	Nil	03	02	Nil	Nil
Total	30	00	04	01	13	08	00	Nil

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

The Computer Basic programme is conducted for students.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT

60,000/-

ii) Campus Infrastructure and facilities

42,87,000/-

iii) Equipments

6,15,580/-

iv) Others

4,00,000/-

**Total :**

53,72,580/-

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC provided all necessary services to the students and faculty to promote a stimulating and healthy academic ambience that will enable them learn in a comprehensive manner.

#### 5.2 Efforts made by the institution for tracking the progression

Feedback as received from the students and parents are analysed for tracking the progression.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
645	Nil	Nil	Nil

#### (b) No. of students outside the state

Nil

#### (c) No. of international students

Nil

Men	No	%	Women	No	%
	310	48		335	52

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
463	214	08	171	Nil	856	400	135	10	100	Nil	645

Demand ratio          Dropout % 11

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Nil

#### No. of students beneficiaries

Nil

#### 5.5 No. of students qualified in these examinations

NET

N/A

SET/SLET

N/A

GATE

N/A

CAT

N/A

IAS/IPS etc  State PSC  UPSC  Others

### 5.6 Details of student counselling and career guidance

The career guidance cell of the college arranged two programme for the successful students of the final semester to them of the job opportunities in some private and public sector.

No. of students benefitted

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	Nil

### 5.8 Details of gender sensitization programmes

Nil

### 5.9 Students Activities

#### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

#### No. of students participated in cultural events

State/ University level  National level  International level

#### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	Nil	Nil
Financial support from government	65	1,13,560/-
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_ Nil \_\_\_\_\_



## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

To give a practical shape of the concept of “man making education” enshrined in the gandhian philosophy and facilitate rural students especially the SC, St and minorities and above all the rural female learners to have access to higher education, the founding fathers invested their all out efforts that initially resulted in getting the foundation stone of the College laid on the 28<sup>th</sup> day of August 1972. Since then the College has the sustained vision of providing access to higher education to the students of the rural community who were devoid of academic faculties of their urban counterpart. The College Also cherishes a vision of providing access to higher education to the woman of this remote part of Barak Valley, backward both from the economic and educational point of view. The College can now boost of reaching its desired goal as the present boy-girl student ratio continues to be in favour of girl students. The existing boy-girl student ratio is 48:52 which is undoubtedly a conspicuous achievement of a rural institution located in an area steeped in poverty, ignorance and illiteracy.

The vision and mission of the College can be summarised as follows;-

- To transform in to action the concept of “man making education”
- To impart quality education among the rural students by inculcating the moral and aesthetic aspect of education.
- To extend every possible assistance to students belonging to the non creamy layer to get them established in the prevailing extremely competitive society.
- To fight against discrimination based on gender, language and religion and help establishing a harmonious and enlighten society of mutual co existence.
- To help its students to discover and tap their dormant potential to become properly integrated personalities who will emerge as responsible and productive citizen of the country.

#### 6.2 Does the Institution has a management Information System

Nil

#### 6.3 Quality improvement strategies adopted by the institution for each of the following:

##### 6.3.1 Curriculum Development

Nil

##### 6.3.2 Teaching and Learning

To improve teaching and learning process of the institution the quality checks has been instituted in the form of subject wise analysis of University result and periodic staff meeting. This has yielded positive result.

### 6.3.3 Examination and Evaluation

Subject wise analysis of the University result is made after the final examination and necessary tips are provided to the concerned faculties for improving teaching method.

### 6.3.4 Research and Development

The IQAC as well as the college management actively encourage every faculty to take up project in their areas of specification.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

The college allows access to its library internet and computer facilities for all students and faculty for the maximum possible hours throughout the year. This help the students to keep themselves abreast of knowledge in their main discipline.

### 6.3.6 Human Resource Management

The College employs various mechanisms like self appraisal report of the teaching staff, informal and formal interaction with the students community. In addition, the HODs, Principal make frequent visit to the classes to monitor proper & full utilisation of teaching hours. To inculcate nationalistic spirit and patriotism among the students independence day, republic day, martyrs day are celebrated with warmth and enthusiasm.

### 6.3.7 Faculty and Staff recruitment

During the session 03 teachers has been recruited for the Department Political Science, History & Bengali

### 6.3.8 Industry Interaction / Collaboration

Nil

### 6.3.9 Admission of Students

The admission of the student is manage by the admission committee conforming of senior and expert faculties. Admission is provided strictly on the basis of merit.

### 6.4 Welfare schemes for

Teaching	Refresher/Orientation Course
Non teaching	
Students	Scholarship for SC/ST & OBC Scholarship for Minority Student.

6.5 Total corpus fund generated

Rs. 12,85,000.00

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative	Nil	Nil	Yes	Chartered Accountant

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes

Yes

No

For PG Programmes

Yes

No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Nil

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Nil

6.11 Activities and support from the Alumni Association

Alumni association collaborated the blood donation camp organised by the IQAC on International Blood Donation Day.

#### 6.12 Activities and support from the Parent – Teacher Association

By its active role and persistent support in upgrading the academic performance of the College the parent teachers association happens to be one of the important stake- holders of the College administrative set up. The parents use to external their helping hands whenever the College faces any crisis- administrative or academic and the bond of the College and the parents getting stronger and strong day by day which is a clear indication that the commitment of the institutions towards social development is getting due recognition.

#### 6.13 Development programmes for support staff

Nil

#### 6.14 Initiatives taken by the institution to make the campus eco-friendly

NSS volunteers organised campus cleaning programmes followed by a plantation programmes. The sapling were provided by the Forest Department

### **Criterion – VII**

#### **7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Awareness programmes on Drug abuse evoked great response for all concerned and assistance is extended from every corner running the institution smoothly as drug abuse is rising alarming among the present day young generation.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

The action plan as framed by the IQAC was placed before the Governing Body of the College. The GB approved the Plan with minor omission and commission.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

The extension education cell in collaboration with the NSS unit of the college organised programmes of community interact such as Blood Grouping.

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

Afforestation programme in villages by the NSS Volunteers was instituted besides organising awareness programme on environmental pollution

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

The college has enormous academic potential represented by its experienced faculty has not found the fullest expression on account of rigid curricula.

## 8. Plans of institution for next year

Attached in Annexure No. 4

Name Sabir Ahmed Chowdhury



Signature of the Coordinator, IQAC

Name Dr. Baharul Islam Laskar



Signature of the Chairperson, IQAC

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## Annexure I

### Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

\*\*\*\*\*

## ANNEXURE 01

### **Plan of action**

1. Improvement of facilities in existing premises of the College. The following items have been chosen on priority basis:

- \* To invite tenders for construction of the Indoor Sports building sanctioned by the UGC.
- \* To appoint Librarian
- \* Construction of a new library building.
- \* Construction of Academic building.
- \* Construction of laboratories for Physics, Chemistry, Biology
- \* Construction of new class room.
- \* To purchase a high power generator to have sufficient power back-up.

2. Improvement of Teaching method and Aids.

- \* To purchase a projector.
- \* To purchase new laptops in addition to the existing members, Microsoft Windows Server, U.P.S., External Hard Disc and relevant items.
- \*To improve internet connectivity.
- \* To introduce 3 month certificate courses under location specific curriculum funded by the UGC.
- \* To continue Remedial Coaching Classes for SC/ST and Minority.
- \* To introduce NCC.
- \* To continue Certificate Course is Functional English.
- \* To publish College Magazine 'Prantashree' for the session 2010-2011.

## ANNEXURE 02

### **Achievements**

#### **Improvement of Infrastructure**

(a) The College can boast of the huge grant received from the UGC for construction of a three storied Indoor Sports Building. Out of the total grant of Rs. 70.00 lakh for construction of the Sports Building Rs. 35.00 lakh has been released by the UGC during the current session. Accordingly tenders were invited from competent contractor and work order was given to the highest bidder as per procedure. The foundation stone was laid on in the presence of the local MLA and other dignitaries. The progress of the work is highly satisfactory and expected to be completed. The construction of this sports building is undoubtedly a great achievement of the College in the infrastructural arena by 2012-2013.

(b) The College has received a grant of Rs. 8, 10,000.00 from the DHE, Assam for construction of a new library building. Tenders were also invited from competent contractor for the construction of the library building and the highest bidder was allocated the construction work. The construction is going smoothly and is expected to be completed towards the end of the session. The new library building has solved a longstanding requirement of a well furnished library building.

(c) A new class room has been constructed on the 1st floor of the Administrative building. This is a new addition to the existing infrastructure.

(d) As proposed towards the beginning of the session construction of three numbers of laboratories for Physics, Chemistry and Biology have been completed. The Science Stream of the College (self financing course) will now comfortably run practical classes in the well-equipped laboratories.

(e) The construction of a additional RCC class room has been initiated in the East Block of the College. The new construction of the Class Room will solve the shortage of class room consequent upon the increasing trend in the enrollment of the College.

#### ***Improvement of teaching method and aids:***

a. Librarian was appointed on the 1<sup>st</sup> March of 2012. The post was lying vacant previously.



b. During the session 2011-2012 the following items/equipments have been purchased all of which are directly or indirectly released with the improvement of entire teaching process of the institutions. The newly purchased items are as follows:

1. One no. of 25 KVA Generator set Costing Rs. 4, 06,500.00
2. One no. of Projects Costing Rs. 58,500.00
3. Three nos. of laptop Costing Rs. 85,080.00
4. One Microsoft Windows Server Rs. 55, 00.00
5. Two nos. of 600 VA UPS.
6. One no. of 500 GB External Hard Disk.

(b) Internet Connectivity-

Broad band Connectivity has been provided to Principal's room and IQAC which improved communication facilities of the administration and the IQAC.

(c) NCC unit has been set up i the College for the first time with due permission from his concerned authority. the performance of the cadres of the newly opened wing in their maiden bid has received high acclamation from the central command.

(d) Remedial Coaching Classes for SC/ST Minority Committees. The programme is funded by the UGC and Rs. 1, 92,000.00 has been spent for this special programme during the current session.

(e) Certificate Course in Functional English is a continuation of the programme conducted since 2010.

ANNEXURE 03

**ACADEMIC CALENDER:- 2011-2012**

M.C. DAS COLLEGE, SONAI  
P.O.- Sonaimukh, Dist- Cachar (Assam)  
Phone:- 03842-274432

**JULY-2011**

Sundays	Holidays	Working Days	Teaching Days	Exam.	Others
05	Nil	26	26	Nil	Nil

Activities: (a) H.S. 1st Year, TDC Odd Sem. Classes Start from 1st of the Month.  
(b) H.S. 2nd Year classes continue.

**AUGUST-2011**

Sundays	Holidays	Working Days	Teaching Days	Exam.	Others
04	03	24	24	Nil	Nil

Activities: (a) All classes to continue  
(b) 1st unit test of all classes in the 2nd week of the month.

**SEPTEMBER-2011**

Sundays	Holidays	Working Days	Teaching Days	Exam.	Others
04	Nil	26	24	Nil	02

Activities: (a) All classes to continue  
(b) Freshers welcome of the students & union formation.  
(c) 2nd unit test on the TDC Odd sem. in the last part of the month

**OCTOBER-2011**

Sundays	Holidays	Working Days	Teaching Days	Exam.	Others
05	22	04	04	Nil	Nil

Activities: (a) All classes to continue

### **NOVEMBER-2011**

Sundays	Holidays	Working Days	Teaching Days	Exam.	Others
04	02	24	09	15	Nil

Activities: (a) All classes to continue  
(b) TDC Odd Sem. exam held from 9th to 23rd of the month.

### **DECEMBER-2011**

Sundays	Holidays	Working Days	Teaching Days	Exam.	Others
04	02	25	15	05	05

Activities: (a) All classes to continue  
(b) College week from 26th to 30th of the month  
(c) Test exam. for H.S. 2nd year classes on the first part of the month.

### **JANUARY-2012**

Sundays	Holidays	Working Days	Teaching Days	Exam.	Others
05	03	23	23	Nil	Nil

Activities: (a) All classes to continue

### **FEBRUARY-2012**

Sundays	Holidays	Working Days	Teaching Days	Exam.	Others
04	03	22	17	05	Nil

Activities: (a) All classes except H.S. 2nd yr. continue upto the 20th of the month.  
(b) H.S. 2nd year classes dissolved from 1st day of the month for their preparation of the final year.  
(c) H.S.1st year & H.S. 2nd Year final exam are likely to be started from 3rd week of the month.

### **MARCH -2012**

Sundays	Holidays	Working Days	Teaching Days	Exam.	Others
04	02	25	09	16	Nil

Activities: (a) H.S. 2nd year final exam likely to finish at the end of the 3rd week of the month.

(b) Even sem. classes likely to resume 4th week of the month.

### **April-2012**

Sundays	Holidays	Working Days	Teaching Days	Exam.	Others
05	03	22	07	15	Nil

Activities: (a) TDC Even sem. exam. is likely to be held from 2nd week to 3rd week of the month.

### **MAY-2012**

Sundays	Holidays	Working Days	Teaching Days	Exam.	Others
04	11	16	16	Nil	Nil

Activities: (a) TDC Odd Sem. & H.S. 2nd Yr. classes to continue upto the middle of the 3rd week of the month.

(b) Summer Vacation starts from the 20th of the month.

### **JUNE-2012**

Sundays	Holidays	Working Days	Teaching Days	Exam.	Others
04	26	Nil	Nil	Nil	NIL

Activities: (a) Summer vacation continues throughout the month.

(b) Preparation of college routine and academic calendar by Academic Monitoring Committee of IQAC of the College

## **ABSTRACT**

<b>Month</b>	<b>Total Days</b>	<b>Sundays</b>	<b>Holidays &amp; Vacation</b>	<b>Working Days</b>	<b>Teaching Days</b>	<b>Exam</b>	<b>Other</b>
July 2011	31	05	Nil	26	26	Nil	Nil
August-2011	31	04	03	24	24	Nil	Nil
September-2011	30	04	Nil	26	24	Nil	02
October-2011	31	05	21	05	05	Nil	Nil
November-2011	30	04	02	24	09	15	Nil
December-2011	31	04	02	25	15	05	05
January-2012	31	05	03	23	23	Nil	Nil
February-2012	29	04	03	22	17	05	Nil
March-2012	31	04	02	25	09	16	Nil
April-2012	30	05	03	22	07	15	Nil
May-2012	31	04	11	16	16	Nil	Nil
June-2012	30	04	26	Nil	Nil	Nil	Nil
<b>Total</b>	<b>366</b>	<b>52</b>	<b>76</b>	<b>238</b>	<b>175</b>	<b>56</b>	<b>07</b>

**Total working days : 238 days**  
**Teaching Days: 175days**  
**Sundays, Holidays & Vacation: 128days**

This calendar is tentative and subject to necessary modification if & when necessary consequent upon the publication of the programs of final examination of the council and the University in due time.

**Prepared by:**

H.K. Nath  
Convenor  
Academic Monitoring Committee  
M.C.Das College, Sonai



Dr. Baharul Islam Laskar  
Principal  
M.C.Das College, Sonai

## ANNEXURE 04

### ***Action plan of the institution for the next year i.e. 2012 - 2013.***

1. Improvement of facilities in existing premises of the College. The following items have been prioritized for existing infrastructural development.

(i) To complete the construction of Indoor Sports building.

(ii) To construct well furnished IQAC room.

(iii) To construct additional class room.

(iv) To procure necessary furniture for class room, office library and Teachers' Common Room.

2. Improvement in teaching method and aids.

(i) To make advertisement for appointment of full pledged Principal.

(ii) To fill up the vacant post of Jr. Asstt.

(iii) To make arrangement for Educational Tour.

(iv) To publish College magazine for the session 2011-12.

(v) To conduct Annual Sports and Youth Festival.

(vi) To purchase some equipment like Inverter, battery, UPS, Printers, Laptop, LCD TV, Refrigerator, Water Cooler, Scanner etc.

(vii) To procure necessary laboratory equipments.

(viii) To enhance NSS and NCC activities.

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