

**SELF STUDY REPORT (SSR)
FOR
RE-ACCREDITATION (CYCLE II)
APRIL 2015**



**MADHAB CHANDRA DAS COLLEGE
SONAI, P. O.: SONAIMUKH
DIST: CACHAR (ASSAM)
PIN- 788119**

Submitted to
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
(NAAC)
BANGALORE

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PREFACE

I am indeed pleased to submit the Self Study Report of Madhab Chandra Das College to National Assessment and Accreditation Council (NAAC), Bangalore for Re-Accreditation (2nd Cycle) in conformity with the LOI requirement for further improvement in quality education and for achieving the desired vision of "Centre of Excellence in the field of Higher Education". The College situated at Tulargram Part I(Rural Sonai Area) primarily caters to the need of the rural learners hailed from huge area covering Bhuban Hill to Sonabarighat and Binnakandi to Palonghat.

The college started its journey on 28th Day of August' 1972 in the name of "Sonai College" but it had to be renamed as Madhab Chandra Das College after the lavish handed donor Sri. Madhab Chandra Das donated ₹ 15000/- and a plot of land on which the East block of the College presently stands. The College started its classes with only a few students both in P. U. and Degree level at the N. G. Higher Secondary School building in the morning shift. The classes were permanently shifted to the present site on 1975 with Mr. Tajamul Ali Mazumder as the Principal who did immensely to manage the affairs of the College through all odd situations with his habitual boldness and administrative dexterity.

The College first got affiliated to the Gauhati University in 1980-81 and the Government of Assam pleased to bring it under the Deficit System of Grants -in -Aid in 1985. However when the Assam University came in to existence, the College came under its affiliation in 1994. Subsequently U. G. C's 2(f) and 12 (b) status was granted to the College in 2000, since then the college has been receiving financial assistance from UGC for various developmental works. In the inceptive period, provision of only Arts stream was there. But the advancement of technology, passage of time and growing demand from local community impelled the College authority to initiate two important stream- Science and Commerce in 1995. The College is now free to boast for accommodating the three streams in its physical entity.

The college was assessed by NAAC for the first time with B Grade in 2004. Since its inception the college is committed to maintain a high academic standard and at the same time fulfilling its social responsibilities. The IQAC of the college has been entrusted to work and implement the recommendations by NAAC peer team during its 1st Cycle of Accreditation under constant vigilance of the Management and Authority. As a result the college has been able to develop its infrastructure in terms of building, equipments, Library, etc. In 2010 the UGC Resource Centre was started from UGC Grant and the college received additional grants for equipments.

Moreover, the restructuring of IQAC with the appointment of a new Coordinator Mr. Sabir Ahmed Choudhury ushered in new era in the college. The compilation of all the information and the preparation of the SSR have been possible only because of the sincerity and dedication shown by the IQAC Coordinator and other teaching and non-teaching staffs. The task of preparation of the SSR has been taken up with utmost honesty and sincerity.

In the era of globalization, increasing competition among the institutions, emergence of new technologies and changing socio-economic scenario of the nation, the higher education system has witnessed a dynamic change in itself. In order to cope up with this changing environment, we are striving hard to develop our students to enable them to face the challenges of expansion, excellence, equity and employability so as to prepare them to be globally competitive. As a result students are motivated to participate in co-curricular, extra-curricular and extension works for their all round development. Students of the College actively took part in NSS and NCC activities under the guidance of the Programme Officer and CTO. Now we are eagerly waiting for the scrutiny of the SSR and the inspection of the College by the NAAC Peer Team that will steer us and determine the future course of activities to be initiated by the college.

Dr. Baharul Islam Laskar
Principal
Madhab Chandra Das College, Sonai

Executive Summary

Our College Madhab Chandra Das College, Sonai saw the light of the day in the year 1972. It was such a hostile time when thought of getting a Degree College established was no short of a nightmare could turn into a sweet dream only because of the sincere and exhaustive efforts of some leading personalities of this backward area. The College gradually advanced and the Govt. of Assam was pleased to bring it under provincialisation. The gradual progress is under way and presently the College has reason to feel pride because of the existence of the three streams of Arts, Science and Commerce stream of course Science and Commerce Stream is still in the venture stage and is awaiting provincialisation.

The College being the only rural one in the entire Barak Valley enjoying 'B' level accreditation by NAAC is now ready for re-accreditation. With the establishment of Internal Quality Assurance Cell (IQAC) in the year following the accreditation by NAAC in 2004 the College entered into a new era of quality enhancement initiatives in all its allied field. Through the sustained quality initiatives the College is sincerely striving to materialise the mission and vision with which the College came into being.

The fact to be stated is that the College was established especially for the spread of female education. And this mission has been truly materialized. Now majority of the roll strength is female and a good many female students have acquired Masters' Degree some are doing M.Phil. and even some have done M.Lib.Sc. It can as such, be hoped that the list of female students established in the society would continue to be lengthier.

The College was under the Gauhati University till 1993 and thereafter with the establishment of Assam University, Silchar. The College was affiliated to it. Since then year system degree course had been in vague, till 2009 and thereafter the semester system has been introduced and as such now syllabus has been framed by the University authority and that course is being followed.

The College reserves no right to effort any alteration in the syllabus framed by the University. It can only effect some enrichment in the form of undertaking some extra-curricular Courses like Computer Course, Functional English Certificate and Beautician Course. Moreover, we have arranged Seminar, Workshop etc. on various burning issues. Introduction of Semester System and Panchayat Raj System are two burning issues which we highlighted in 2011 and 2009 respectively. Further, on several occasions we arrange awareness programme on issues related to women problem. The programme however, are organised by the Women's Cell of the IQAC.

The Common vogue that is followed in teaching is that the teachers at a particular duration attends the class and delivers lectures on a particular lesson. It is expected that the students learn the relevant things and enrich their

knowledge. But mere theoretical learning won't do. It has to be ascertained that the students have actually learnt. This process of evaluation is done through compulsory unit tests and class tests. One point to be mentioned is that traditional chalk and talk method of teaching is still followed. But side by side with this power-point presentation through projector is being used to elaborate and illustrate the lesson.

A teacher has to be honoured by his students. But for that the teacher should have some positive features. He should have due dexterity in the art of teaching along with his command over the subject he or she is to teach. The world is fast changing and as such new items and thinking are being added into the subjects. Hence, to be in the know of the current trend the Universities arrange for Refresher Courses, Orientation Course throughout the year. The faculty members of our College are not to be underestimated as teachers. Almost all the teachers in due time attends such refresher Course, Orientation Programme and thus enrich their abilities. They got refreshed with new idea and new set of thinking and through delivering lecture they infuse the new idea into the students. A good many teachers have done minor research and in the process have acquired much on the topic. Students are benefitted by their interaction with these teachers. Many of the teachers are engaged in writing book and many have edited workshop proceeding etc. The quality of the teachers can, therefore, be said to be duly dynamic that is very much relevant in the teaching profession.

The faculty members of our College have some amount of dynamism in their persons which impacts them to take up subject based research projects. So far six vibrant teachers have already submitted the research papers on Persian, History, Political Science and Economics and Commerce. Students, no doubt, are benefitted through their contact with these teachers.

As to the IT infrastructure it can be mentioned that the library is under process of digitalization along with internet facility. The College can boast of the existence of a UGC Network Resource Centre and comprehensive internet facility is now within easy reach of the students. One significant thing that is really an asset for the College is the presence of smart class that is equipped with smart board, projector, digital podium etc. and this is comfortably used to conduct any programme. The whole College Campus is under close Circuit Camera surveillance to ensure safety and security especially of the female students as also the maintenance of internal discipline and through this arrangement work culture in the College has been much improved.

To conclude this Executive Summary we must admit that in spite of all out efforts of the institution towards achieving academic excellence there are certain areas where the College has limitations. The major problem of the College has to encounter is the lack of potential students as most of the students belong to rural section of the society who are disadvantaged from economic, social and educational point of view. The existing teacher- student ratio is also not up to the mark and solution of this problem under the prevailing system appears to be a far cry. In spite of these limitations the College is sincerely endeavouring to reach its cherished goal by overcoming

all hurdles through the united efforts of the management, the faculties, the students and all other stakeholders having direct or indirect attachment to the institution.

POST ACCREDITATION INITIATIVES

Madhab Chandra Das College, one in a remote part of Cachar district came into existence in 1972 with a view to providing easy accessibility to the learners of the greater Sonai area most of whom are financially disadvantaged to receive higher education after crossing the bar of HSLC Examination. The College is at the same time committed to encouraging female learners of the surrounding area who are still lagging far behind their male counter-parts. However with the unconstructive and doctorial flow of time changes and variations come over everything, nothing remains in the position in which it was. It is true in case of Madhab Chandra Das College too. The College that came into being with only a handful of students in its temporary stay in the neighbouring Higher Secondary School building at a time when it was just a dream to see a degree College in existence in a grossly underdeveloped area, has now got its splendid infrastructure. And with the progress of time new ideas have emerged and the College is committed to fulfilling its main twin objectives along with the newly emerged ideas which have been aligned with the mission and vision of the College.

The institution volunteered for NAAC accreditation in October, 2004. The Peer Team visited the College in connection with the assessment process and listed the areas of concern and gave suggestions for quality sustenance and overall improvement of the College. The College has made every possible efforts to translate the recommendation into action. These recommendations together with the action taken on each one of them by the College are furnished below.

Areas of concern enlisted categorically by the Peer Team during the Accreditation process in 2004 with necessary suggestion and the institutional initiative towards implementations of the suggestions:

Areas of concern and suggestions:

a) Limited subject and course options allow no space for mobility. Although it is a relatively new college, it could have made some effort towards expanding faculty base. We say this because it has demonstrated ability to generate external funding

b) Although like other affiliated grant-in-aid colleges of the state Madhab Chandra Das College does not enjoy autonomy regarding designing of curriculum, it could have made some effort towards adopting inter-disciplinary approach so necessary in social sciences these days.

c) Institutional or departmental linkages with national or state level organisation seem non-existent. This needs to be given some attention to.

d) Research is not a significant activity of the college. This is indeed a bit surprising.

e) Enrolment figures need to be drastically improved both for the sake making the college viable and in order to reduce the high unit cost of education.

- f) N.S.S, NCC activities need to be started.
- g) Library needs to expand itself, both in numerical and spatial terms.
- h) Effective number of teaching days should be at least 180.
- i) Health centre facility needs to be strengthened.
- j) Departments and office should have computers.
- k) Efforts like starting remedial / bridge courses should be made to reduce dropout rate which is very high.
- l) Hostel facility required to be expanded.
- m) National / International linkages need to be established.
- n) An auditorium, equipped with modern audio-visual facility, of larger capacity is needed.

2. Institutional initiatives towards implementation of the suggestions:

a) The college has certain limitations in both academic and administrative activities as it has to follow the academic matter of its affiliating university and is bound to function within the administrative framework of the Government of Assam. Having these academic and administrative constrain the college cannot expand faculties by offering more subjects and course option on its own. However the college has sought permission of the authority concerned for opening more subjects viz Education, Mass communication and the response is still awaited.

b) Due to the absence of autonomy the college could not adopt inter-disciplinary approach. However, by this time the college has received Government Concurrence for the commerce stream and concurrence for the science stream is under consideration of the Government. It is worth mentioning here that our college is the sole one in rural areas of Barak Valley that has been running all the three streams viz, Science, Arts and Commerce although Science and commerce stream are yet to achieve full-fledged status. As per guide line of the UGC choice Based Credit System is going to be implemented and the students will be thus enjoying better flexibilities in opting courses / subject as per their choice.

c) The college since the visit of the Peer Team in 2004 has been making all-out efforts to implement the suggestions given by the Peer Team. At the time of the cycle I of accreditation there was no linkages of the institution or the department with national or State level organisations which was recorded by the Peer Team in its area of concern. But after the accreditation the institution and some of the faculty members have established linkages with National and State level organisations. The linkages established so far are as follows-

1. INFLIBNET, Ahmedabad
2. Indian Library Association (ILA)
3. North East India Economics Association
4. North East India Political Science Association
5. Barak Education Society, Cachar, Silchar
6. Assam Golden Fibre Jute Park

d) Since its 1st cycle of assessment by NAAC the college has made significant improvement in Research activities the lack of which was listed by Peer Team as one of the major areas of concern. After the establishment of IQAC in 2005 the faculty members have been constantly encouraged to get them involved in research activities and the tireless toil of the IQAC has yielded positive results. During the past ten years as many as six MRPs were undertaken by the faculties and two National level Seminar and workshop have been conducted by the college. The following are the MRPs undertaken by the faculties:

1. A Study of Problems and Prospects of Micro & Small Enterprises of Assam with special reference to Cachar District.

Submitted to UGC by **Sri Hrishikesh Nath,**
Asstt. Prof Deptt. of Economics.

2. Rural Development under Panchayat Raj Institution. : A case study in Cachar District of Assam.

Submitted to UGC by **Mumin Ahmed Barbhuiya**
Asstt. Prof. Department of Economics.

3. Impact of Swadeshi Movement in Barak Valley with Special Reference to Modern Cachar

Submitted to UGC by **Khaled Azam Mazumder**
Asstt. Prof. Department of History.

4. A Brief Analysis Regarding cultural crisis and changing Identity of Tiwa Tribes of Assam with special reference to Morigaon District of Assam.

Submitted to UGC by **Bipul Pator.**
Asstt. Prof. Department of Political Science.

5. A study of Barak Brick Industry in Barkhola Development Block.

Submitted to UGC by **Joidul Islam Mazumder**
Asstt. Prof. Department of Commerce.

6. A brief survey Regarding Contribution of Iranians to Islamic scholarships During the Abbasid period (750 AD-1258 AD)

Submitted to UGC by **Dr. Abdul Khalique Laskar**
Asstt. Prof, Department of Persian.

In addition to the MRPs the faculty members have participated in a number of National and International Seminar / Workshops and presented papers .

The college fostered research activities more by conducting one National level Seminar and one National Workshop in 2010 & 2011 respectively. The proceedings and the research article presented by the participants have been published in the form of books.

The college instituted Research and Publication Cell which is actively engaged in publishing books of diverse genre. The proceeding of the National workshop has been published by this Cell. The cell has recently published a book authored by a student of fourth semester. The book entitled “Mukh O Mukhush” is a compilation of 72 poems written by the budding poet. The research and publication cell is going to publish an inter-departmental journal named ‘Alok Sikha’ in the current academic session.

e) The college has made significant progress in its enrolment strength during the last 10 years after NAAC accreditation. The considerable progress of the institution in terms of academic and infrastructure have attracted students to opt the college for higher study. The increasing trend in the enrollment can be better shown by a comparative statement of year wise enrollment at the time of 1st cycle of accreditation with that of the succeeding last 5 years.

Stream	In 2004-2005	In 2010-2011	In 2011-2012	In 2012-2013	In 2013-2014
ARTS	307	784	537	698	579
SCIENCE	13	21	38	26	54
COMMERCE	21	51	52	58	42
TOTAL	341	856	627	782	675

The drastic improvement in enrolment figure as per suggestion of the Peer Team has been achieved by the institution which has automatically reduced the high unit cost of education. There is a remarkable of difference between the unit cost at the time of 1st cycle of accreditation and that of the current year. However the apparent rise of unit cost is consequent upon the revised UGC salary of the faculties.

Unit cost of education at the time of 1st cycle of acrediate (2004-05)

Rs. 8,702.00

Unit cost of education (2014-15)

Rs. 17,436.00

f) The college introduced NSS one year after the 1st Accreditation of the college. Due to of lack of fund and proper guidance from concerned Section of the affiliating University the NSS unit of the college could not show any remarkable progress during the last few years of its existence. In spite of these shortcomings the college has made various efforts on its own to keep the unit active. The 1st programme office of the NSS unit of the college participated in a 10 days orientation programme conducted at IIT Kharagpur, Calcutta. The present programme officer has also attended several training programme organised by the NSS unit of Assam University, Silchar. At present the college unit of NSS has 50 registered volunteers on its record. The NSS volunteers have made commendable contribution to the development

of the college through their participation in various activities organised from time to time. The NSS unit organised Campus Cleaning programme, actively participated in Blood Donation Camp and helped the cells / units of the IQAC organising legal awareness programme, cataract detection camp etc.

g) In compliance with the suggestion of the Peer Team the college immediately after the 1st cycle of accreditation by NAAC communicated with the NCC headquarter and sought permission to introduce NCC in our college. But it was learnt that unless a vacancy was created in its enlisted colleges / schools permission to open a new wing would not be given. As such the college has to wait for a long span of time and at last permission was accorded in 2012 to open NCC in our college. There were 30 cadets in the 1st batch of the wing and at present the NCC wing has 55 cadets. Since its inception the NCC wing of the college has been promptly responding to all the programmes organised by the parent Body besides taking regular part in all exercises as per NCC guideline. The college deputed CTO of the NCC wing to Nagpur, Maharashtra on a three months training programme and who has successfully completed the training. The college therefore has in its possession a full-fledged and vibrant NCC wing at present.

h) The Peer Team suggested for numerical and spatial expansion of the college library. Accordingly the institution made sincere efforts to implement this suggestion. A new library building measuring 1767 sq. feet has been constructed which is nearly double in area than that was there at the time of Peer Team's visit in 2004. Numerical strength in terms of books, journal and concomitant is also much higher than that was before. Apart from these another important development of the library is the increased technological support made available by the management. In this age of tremendous scientific advancement presence of modernisation is felt everywhere and almost in every field. The central library of M. C. Das College is also no exception in this regard. The college library has introduced OPAC (Online Public Catalogue) facility for the users. This helps students, teachers and other user in searching books available in the library. The students are now fully in the know of all the books available in the library and in the process they are getting free access to internet service in the library campus.

The library has also developed linkages with INFIBNET Centre and Indian Library Association, New Delhi. Besides Digitalisation of the library has been undertaken and nearly 75% digitalisation has been achieved so far. With regard to the numerical strength of the library it may be pointed out and that at present the total number of books is 11,000 which is approximately three times of the number of books available in the library (3370) at the time of Peer Team's visit in 2004. However, the increase in the volume of books in a span of 10 years is not so satisfactory and the college authority is making sincere efforts to enhance the book strength more which will be possible only when adequate fund will be made available by UGC and the State Government.

i) Unless extraneous factors affect the normal working days the college maintains 180 teaching days to the minimum as stipulated by UGC. Besides

the faculties also maintain the minimum hours of stay (40 hrs in a week) in the college as per latest UGC guideline.

j) The health care Cell now renamed as Health and Hygiene Cell of the college has turned out to be one of the most effective units working under IQAC. The cell has contractual physician who makes periodic visit to the unit and conducts health-check-up for those who are in need of it. A separate room has been allotted to the unit where First Aids, and Blood pressure checking instruments, Stretcher etc are made available for emergent necessity. Blood group Diagnosis is one of the important activities conducted by the unit from time to time. Students are given Blood Group Report after the grouping is done by the medical expert and the report of the Blood Group is kept in the Record Book of the Unit for emergency purposes. Besides providing health services to the students the Unit organises various programmes inside and outside the college. Free Medical Camp, Medical Camp only for women, Blood Donation Camp, Blood Group diagnosis for rural people, Cataract detection Camp, awareness camp on AIDS, Diabetes, Polio etc are arranged at different time of the year.

k) Computer has now become one of the indispensable components of the teaching-learning & administrative system of an institution of higher education. The management is well aware of this and has taken initiatives to procure sufficient number of computers for different sections of the college. At present as many as 25 numbers of computers are in use in various administrative and academic sections of the college all having internet connectivity. The UGC Resource Network Centre is equipped with 15 numbers of computers. Besides each of the faculty members have been provided with a Laptop to be used for effective teaching. The details of the computers and Laptops along with their configurations have been furnished in item No.4.3.2

l) As per suggestions of the Peer Team the college took the initiative to reduce drop-out rate by introducing remedial coaching classes. Proposals were submitted to UGC and prompt response was given by the UGC by providing financial grant to conduct remedial coaching classes for SC/ST/OBC and Minority students. The college successfully conducted the scheme

m) The two-storied womens Hostel which was under construction during accreditation process (1st cycle) in 2004 got completed in 2009.

It has an accommodation capacity of 30 boarders. However, the girl students have not shown interest to avail themselves of the facility although information regarding the facility is provided through the college prospectus. Under the prevailing circumstances the huge building is temporarily used for conducting classes of science and commerce departments and also for self financed certificate courses.

n) The college library has established linkages with INFLIBNET Centre (Ahmedabad), Indian library Association & British Council Library, Kolkata.

Besides the Principal and other faculty have got membership of the following Academic and Professional Bodies like:

Sl. No.	Name of the faculty and other staff	Academic/Professional Bodies
1	Dr. Baharul Islam Laskar, Principal	North East India Economics Association
2	Sri M. Jay Babu Singh, Associate Prof., Deptt. of Pol. Science	North East India Political Science Association
3	Mrs. Nandini Singha, Associate Prof., Deptt. of Pol. Science	North East India Political Science Association
4	IQAC	Barak Valley Golden Fibre Jute Park, Cachar Moniarkhal Tea Estate, Cachar

o) The college had a well furnished auditorium with 300 seating capacity. The fund for the construction was provided by the then union Minister Sri Sontosh Mohan Deb and a part was given by the ONGC, Cachar division. Recently the said auditorium has been converted into departmental chambers consequent upon which the ground floor of the newly constructed three-storied Sports building is being used as auditorium. The arrangement is purely temporary and an auditorium equipped with modern audio-visual facility, some of which are available at present, will be constructed after the release of the UGC fund under 12th Finance period.

p) Other Post Accreditation initiatives implemented in the college:

- * Increased enrollment of students.
- * The college has submitted proposal for opening a study Centre of IGNOU at the college.
- * Construction of three-storey Indoor Sports Building.
- * A Proposal for converting M. C. D. college into a model Degree college is under the consideration of the State Government.

- * Establishment of UGC Network Resource Centre

- * Reprography facility.

- * Wi-Fi enabled Campus

- * Construction of one Smart Class.

- * Installation of two generators for power-back up

- * Subscription to INFLIBNET

- * Subscription to Indian Library Association

- * Water-cooler for students

- * College Campus including library under CC camera

Surveillance.

- * Linkage with Moniarkhal Tea Estate and Barak Valley Golden Fibre Jute Park
- * Partial Digitalisation of library.
- * Construction of Departmental Chambers.
- * Construction of New Library Building
- * Procurement of Multipurpose digital Podium
- * Procurement of 05 No. Inverters.
- * Purchase of 25 number of Laptops.
- * Allotment of Laptop to every faculty member
- * Procurement of overhead projector / LCD Projector
- * Procurement of 4 numbers of LCD TV.
- * Procurement of digital camera
- * Six number of MRPs undertaken and completed by the faculties.
- * Computerisation of administrative operations
- * Study Tour to Agartala and Shillong
- * Introduction of NCC & NSS
- * Govt. concurrence accorded to the commerce stream.

During the post Accreditation period (from 2005 onwards) the college has also achieved remarkable progress in the following activities:

* To extend every possible assistance to students belonging to the non creamy layer and 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 enlightened 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.

* To enhance technological support in the teaching-learning process to facilitate students to cope with the increasing demand of ICT.

* To facilitate rural female learners to have access to higher quality education.

* To develop scientific thinking (scientific temper) among the teachers and students.

* To convert the manual system of activities especially the administrative and library services to a completely automated environment to ensure better and faster rendering of these services.

SECTION B : PREPARATION OF SELF-STUDY REPORT

1. Profile of the Affiliated/Constituent College

1. Name and address of the College

Name	MADHAB CHANDRA DAS COLLEGE
Address	P.O.-SONAIMUKH, DIST.-CACHAR
CITY	PIN:788119 State: ASSAM
WEBSITE	www.mcdcollege.org.in

2. For communication

Designation	Name	Telephone with STD code	Mobile	Fax	E-mail
Principal	Dr. Baharul Islam Laskar	O:03842-274634	9435988843	03842-274433	bahar.awc@gmail.com
Vice-Principal	Sanath Kumar Deb	-	9435884324	-	-
Steering Committee Co-ordinator	Sabir Ahmed Chowdhury	-	9707476841	-	mcdiqac@gmail.com

3. Status of the institution: Provincialised

Affiliated College
Constituent College
Any other (specify)

Provincialised

4. Type of institution: Co-Education

a. By Gender
i. For Men
ii. For women
iii. Co-education

Co-education

b. By shift: day

i. Regular
ii. Day
iii. Evening

Day

5. It is a recognized minority institution?

Yes

No

No

If yes specify the minority status (Religious/linguistic/any other) and provide documentary evidence:

N/A

6. Sources of funding: Government

Government

Grant-in-aid

Self-financing

Any other:

Government
Self-Financing
UGC

7. a. Date of establishment of the College :28-08-1972 (dd/mm/yyyy)

b. University to which the College is affiliated /or which governs the College (if it is a constituent College) : Assam University, Silchar

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks(if any)
i. 2(f)	04-02-2000	-
ii. 12(B)	04-02-2000	-

(enclose the certificate of recognition u/s 2(f) and 12(B) of the UGC act)

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

Under section/clause	Recognition/Approval Details institution/department programme	Date, Month & Year (dd-mm-yyyy)	Validity	Remarks
i.	N/A			
ii	N/A			
iii	N/A			
iv	N/A			

(enclose the recognition/approval letter)

8. Does the affiliating University act provide for conferment of autonomy (as recognized by the UGC), on its affiliated Colleges?

Yes No No

If yes, has the College applied for availing the autonomous status?

Yes No

9. Is the College recognized

a. by UGC as a College with Potential for excellence (CPE)?

Yes No No

If yes, date of recognition- N/A (dd/mm/yyyy)

b. For its performance by any other governmental agency?

Yes

No

No

If yes, name of the agency:-

N/A

and

Date of recognition:-

N/A

(dd/mm/yyyy)

10. Location of the campus and area in sq. mts:

Location	Rural
Campus area in sq. mts.	3.13 acre
Built up area in sq. mts.	2057.13 sq mts.

(*Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

✓ Auditorium/seminar complex with infrastructural facilities

✓ Sports facilities

* Play ground – Sonai Football Play Ground jointly shared by the College and N.G. H.S. School.

*Swimming pool : N/A

*Gymnasium :N/A

- Hostel

- *Boys hostel :N/A

- i. Number of hostels :N/A

- ii. Number of inmates :N/A

- iii. Facilities (mention available facilities):N/A

- Girls hostel

- i. Number of hostels : 01(one)

- ii. Number of inmates : Capacity 30 Boarders

- iii. Facilities (mention available facilities): Hostel facility is not availed by the Girls Students

- *working women's hostel :N/A

- i. Number of inmates

- ii. Facilities (mention available facilities)

- Residential facilities for teaching and non-teaching staff(give numbers available – cadre wise) :N/A

- Cafeteria : N/A

- Health Centre:

First aid Inpatient, outpatient, Emergency care facility.

Health centre staff-

Qualified doctor Full time Part-time

Qualified Nurse Full time Part-time

- Facilities like banking, post office, book shops : Post Office
- Transport facilities to cater to the needs of student and staff : N/A
- Animal house : N/A
- Biological waste disposal : N/A
- Generator or other facility for management/regulation of electricity and voltage :
2 nos. of K.V. Generator have been installed to provide power back up.
- Solid waste management facility : Nil
- Waste water management : Nil
- Water harvesting : Nil

12. Details of programmes offered by the College (Give data for current academic year)

Sl. no.	Programme Level	Name of the Programme/Course	Duration	Entry Qualification	Medium of instruction	Sanctioned /approved student strength	No. of students admitted
1	Under-Graduate	B.A.,B.Sc.,(self-financed) B.Com., (Self financed)	3 years (06 Sem.)	H.S.	English	900	820
2	Post-Graduate	N/A					
3	Integrated programmes PG	N/A					
4	M.Phil.	N/A					
5	Ph.D.	N/A					
6	Certificate Courses	Functional English	1 year	B.A.	English	20	15
		CCP	3 months	H.S.	English	Open	
		DTP	4 months	H.S.	English	Open	
		Beautician	4 months	H.S.	English	20	18
7	UG Diploma	N/A					
8	PG Diploma	N/A					

9	Any other (specify and provide details)	N/A					
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13. Does the College offer self-financed programmes?

Yes No

If yes, how many?

14. New programmes introduced in the College during the last five years if any?

Yes		No	<input checked="" type="checkbox"/>	Number	
-----	--	----	-------------------------------------	--------	--

Proposals for introducing Education and Mass Communication was submitted to the DHE but permission has not yet been accorded.

15. List the departments: (respond if applicable only and do not list facilities like Library, physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty	Departments (eg. Physics, Botany, History etc.)	UG	PG	research
Science	Physics, Chemistry, Botany, Geology, Zoology, Mathematics	UG	Nil	Nil
Arts	English, Bengali, Economics, Manipuri, Political Science, History, Philosophy, Persian	UG	Nil	Nil
Commerce	All Pass subjects	UG	Nil	Nil
Any other (specify)	N/A		Nil	Nil

16. Number of programmes offered under (programme means a degree course like BA, B.Sc., M.A., M.Com.)

a. Annual system	0
b. Semester system	3
c. Trimester system	0

17. Number of programmes with

a. Choice Based Credit System	
b. Inter/Multidisciplinary Approach	
c. Any other (specify and provide details)	

(a) Proposed to be introduced from the next academic session by the affiliating University

18. Does the College offer UG and/or PG programmes in Teacher Education?

Yes No

If yes,

a. Year of introduction of the programme(s)(dd/mm/yyyy)

and number of batches that completed the programme

b. NCTE recognition details (if applicable)

Notification No.....: N/A

Date :..... (dd/mm/yyyy)

Validity:.....

...

c. Is the institution opting for assessment and accreditation of Teacher education Programme separately?

Yes No

19. does the College offer UG or PG Programme in Physical Education?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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If yes,

a. Year of introduction of the programme(s) : N/A
(dd/mm/yyyy)

and number of batches that completed the programme

b. NCTE recognition details (if applicable)

Notification No. :N/A

Date : N/A(dd/mm/yyyy)

Validity : N/A

c. Is the institution opting for assessment and accreditation of Physical Education programme separately?

Yes No

20. Number of teaching and non-teaching position in the institution

Position	Teaching faculty						Non-Teaching Staff		Technical staff	
	Professor		Associate Professor		Asstt. Prof.		M	F	M	F
	M	F	M	F	M	F				
Sanctioned by the UGC/University/State Government Recruited	Nil	Nil	04	03	10	01	07	02	02	01
Yet to recruit					02	01				
Sanctioned by the Management/society or other authorized bodies Recruited					11	05	09		03	
Yet to recruit										

*M-Male *F-Female

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate professor		Asstt. Prof.		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Ph.D.	Nil	Nil	Nil	Nil	02	Nil	02
M.Phil.	Nil	Nil	Nil	Nil	06	Nil	06
PG	Nil	Nil	05	02	02	02	10
Temporary teachers							
Ph.D.	Nil	Nil	Nil	Nil	01	02	03
M.Phil.	Nil	Nil	Nil	Nil	02	Nil	02
PG	Nil	Nil	Nil	Nil	08	03	11
Part-time teachers(Arts, science and Commerce Stream)							
Ph.D.	Nil	Nil	Nil	Nil	Nil	Nil	Nil
M.Phil.	Nil	Nil	Nil	Nil	01	Nil	01
PG	Nil	Nil	Nil	Nil	Nil	02	02

22. Number of visiting Faculty/Guest Faculty engaged with the College.

Nil

23. Furnish the number of the students admitted to the College during the last four academic years.

Categories	2010-2011		2011-2012		2012-2013		2013-2014	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	60	46	34	41	56	52	86	71
ST	00	05	02	01	01	02	01	02

OBC	92	70	57	57	70	62	58	48
General	50	40	44	30	51	36	37	34
Others(Minority)	231	190	142	134	191	197	107	83

24. Details on students enrollment in the College during the current academic year:

Type of students	UG	PG	M.Phil.	Ph.D.	Total
Students from the same state where the College is located		N/A	N/A	N/A	
Students from other states of India	Nil	N/A	N/A	N/A	
NRI students	Nil	N/A	N/A	N/A	
Foreign students	Nil	N/A	N/A	N/A	
Total					

25. Dropout rate in UG and PG (average of the last two batches)

UG

Arts	18%
Commerce	3.22%
Science	4.76%

PG : N/A

26. Unit Cost of Education

(unit cost=total annual recurring expenditure (actual) divided by total number of students enrolled)

a. Including the salary	Rs.17,436.00	component
b. Excluding the salary	Rs. 1,100.00	component

27. Does the College offer any programme/s in distance education mode (DEP)?

Yes No

(a) Is it a registered centre for offering distance education programmes of another University?

Yes No

(b) Name of the University which has granted such registration.

(c) Number of programme offered

(d) Programmes carry the recognition of the Distance education Council.

Yes No

28. Provide Teacher-student ratio for each of the programme/course offered:

29. Is the College applying for

Cycle 1	<input type="checkbox"/>	Cycle 2	<input checked="" type="checkbox"/>	Cycle 3	<input type="checkbox"/>	Cycle 4	<input type="checkbox"/>	Re-Assessment	<input type="checkbox"/>
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Accreditation:

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re-accreditation)

30. Date of accreditation* (applicable for Cycle 2, Cycle 3 and Cycle 4 refers to re-assessment only)

Cycle 1 : 04/11/2004(dd/mm/yyyy) Accreditation Outcome/result - 'B' Grade

Cycle 2 : N/A (dd/mm/yyyy) Accreditation Outcome/result - N/A

Cycle 3 : N/A (dd/mm/yyyy) Accreditation Outcome/result - N/A

- Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.

31. Number of working days during the last academic year

32. Number of teaching days during the last academic year

(Teaching days means days on which lectures were engaged excluding the examination days)

33. Date of establishment of Internal Quality Assurance Cell(IQAC)

IQAC- 18/01/2005 (dd/mm/yyyy)

34. Details regarding submission of Annual Quality assurance Reports (AQAR) to NAAC.

AQAR(i)	:-2009-2010	(12/08/2014)
AQAR(ii)	:-2010-2011	(12/08/2014)
AQAR(iii)	:-2011-2012	(12/08/2014)
AQAR(iv)	:-2012-2013	(12/08/2014)
AQAR(v)	:-2013-2014	(12/08/2014)

35. Any other relevant data(not covered above) the College would like to include.(Do not include explanatory/descriptive information)

The College has applied for opening IGNOU Study Centre. The permission is yet to be accorded.

CRITERION I: CURRICULAR ASPECTS

1.1 State the vision mission and objectives of the instructions and describe how these are communicated to the students, teachers, staff and other stakeholders.

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 28th 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 facilities of their urban counterpart. The college Also cherishes a vision of providing access to higher education to the women of this remote part of Barak Valley, backward both from the economic and educational point of view. The college can now booot 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 great 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:-

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

- To transform into 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 enlightened 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.
- To enhance Technological support in the teaching-learning process to facilitate student to cope up with the increasing demand of IT.
- To facilitate rural female learners to have access to higher quality education.
- To develop scientific thinking (scientific temper) among the teachers and students.
- To convert the manual system of activities especially the administrative and library services to a completely automated environment to ensure smooth and faster rendering of these services.

1.1.2. How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

For effective implementation of the curriculum the college has its own strategies. The college prepares the academic calendar at the very beginning of the session and publishes it in the prospectus to acquaint students with the academic exercise to be pursued well ahead of the commencement of class. The departmental Heads distribute syllabus to the faculty members and syllabi are unitized before the commencement of the class at department level on a term-wise basis. The same practice is followed even under the annual system of examinations. The faculty members have to maintain a work-diary where they note down the units of the syllabus to be covered on a regular and organized basis. The heads of the departments periodically review the progress regarding completion of the syllabus. The faculty members always encourage the students to keep contact with the teachers to solve their specific problems inside and outside the class room. Besides these the progress of the curriculum is monitored through the evaluative Unit Test per session. The teachers concerned after completion of assigned part make a revision of the unitised lesson if the course gets completed before the scheduled time. All these strategies ensure the implementation of the curriculum / syllabus fully and effectively in the college.

1.1.3. What type of support (procedural and practical) do the teachers receive (from the University and / or institution) for effectively translating the curriculum and improving teaching practices?

The institutions receives various instruction from the University from time to time for effective implementation of the curriculum framed by the authorities concerned. Examination programmes are intimated far ahead of the scheduled time which helps the college to frame its own internal plan to complete the curriculum within the stipulated time. The affiliating University also arranges workshops from time to time on topics / subjects / like choice-based credit system, syllabus restructuring etc. to keep the college teachers as well as the authority abreast of the latest innovations in the curricular field. All these directly or indirectly assist the institution to translate the curriculum effectively and improve teaching practice. Besides the Academic Management Committee under IQAC constantly encourages the teachers for effective translation of the curriculum by adopting innovative techniques of teaching.

1.1.4. Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the curriculum provided by the affiliating University or other Statutory agency.

The institution takes the following initiatives for effective curriculum delivery and transaction on the curriculum provided by the affiliating university.

1. Academic calendar is prepared well ahead of the session and measures are taken to ensure effective execution of the academic programmes.

2. Class attendance of students are monitored frequently to ensure that the students maintain requisite percentage of attendance to be entitled to sit at the University examination at the end of each semester.

3. Unit Tests are conducted to evaluate the progress of the syllabus and performance of the students.

4. Elaborate infrastructural facility with available technical supports is made available to the teachers and students for effective curriculum delivery.

5. Seminar / workshop are arranged by the institution to share views on multiple academic aspects. It is worth mentioning in this context that after introduction of semester system the college organised a workshop on the

system and the outcome of the workshop turned to be of immense benefit both of the faculty and the students.

1.1.5. How does the institution network and interact with beneficiaries such as industry, research bodies and the University in effective operationalisation of the curriculum?

The college ventures to interact with various organisations, research bodies, industries and university in effective operationalisation of the curriculum through Membership in Academic Professional Bodies:

The college and faculty have membership in the following Academic & Departmental Bodies.

1. Academic council, Assam University, Silchar.
2. INFIBNET Centre, Ahmedabad.
3. I. L. A. (Indian Library Association, New Delhi.
4. North East India Economics Association.
5. North East India Political Science Association.
6. Barak Education Society.
7. The college has also developed co-ordination with two Industries of Cachar district. The Industries are –
 - i) Moniarkhal Tea Estate, Cachar.
 - ii) Assam Golden Fibr Jute Park, Narsingpur, Cachar.

1.1.6. What are the contributions of the institution and / or its staff members to the development of the curriculum by the University? (number of staff members / departments represented on the board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.

The college follows the curriculum designed by the affiliating University and under the prevailing system the college does not have freedom to develop curriculum. However some of the faculties by virtue of their membership to the Academic Council and other Academic Bodies of the affiliating university exchange views and provide suggestions towards framing, designing and its transactions. The following faculties of the college are members of the board of undergraduate studies (BUGS) and Academic Council, of the affiliating University.

Sabir Ahmed Choudhury	Associate Prof. Deptt. of English	Academic Council Assam university, Silchar
Dr. Nirupoma Nath	Associate Prof. Principal i/c(2010-11)	BUGS(AUS)
Parimal Chandra Das	Associate Prof. (2012-13)	BUGS(AUS)

1.7. Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating University) it? If 'yes', give details on the process ('Needs Assessment', design development and planning) and the courses for which the curriculum has been developed.

The institution initiated a few career oriented certificate courses on its own during the session 2011-12 as self financing courses including one funded by the UGC. The institution it self develops and designs the curriculum for the said courses. The courses are:

1. Functional English (12 months duration) funded by UGC
2. Beautician (Four months duration, Self financing)
3. Handicrafts (Three months duration, Self financing)
4. Mobile Repairing (Three months duration, Self financing)
5. Computer a) Computer Concept Paradigm(CCP) (b) Desktop Publication (DTP)

Functional English course was conducted for three consecutive years and due to non-receipt of fund from the UGC the course has been dropped this year.

Among the other three courses only Computer and Beautician courses are being continued and the rest have been discontinued due to fund constrain.

The college initiated the above courses considering the employability, local needs, current trend and demand of the courses.

Certificate course in Functional English has been conducted as per guide line of the UGC regarding the curricular design. As regard the other four courses there are separate course co-ordinator for each course who are entrusted with the responsibility of appointing faculty / trainer for their respective course and frame their own curriculum in consultation with the IQAC. The college has extended timing on all working days for the conduct of this programmes. Some of the course co-ordinators also conducted the course during vacation.

1.1.8. How does institution analyze / ensure that the stated objectives of curriculum are achieved in the course of implementation?

The college ensures the optimum number of classes irrespective of vacations, holidays and other extraneous factors that might disrupt the classes from time to time. Adherence to the Academic Calendar is deemed a must for every faculty member and thus curriculum framed by the affiliating University gets implemented within the stipulated time. The achievements of the major objectives of the curriculum framed by the University are ensured by adopting students Feed Back method conducted after the completion of the course. Reaction of the outgoing students to the question pertaining to curriculum pursued by them are noted and analysed and necessary measures are taken to ensure the proper implementation of the curriculum in letter and spirit in the succeeding session.

1.2 Academic Flexibility

1.2.1. Specifying the goals and objectives give details of the certificate / diploma / skill development courses etc., offered by the institution.

The college has taken initiatives to introduce a flexible system of certificate courses which run parallel to the conventional B.A, B. Com. and B. Sc, degrees. The objective of these self financed courses is to introduce career and market oriented, skill-enhancing add-on courses that have utility for job, self employment of students. However, the prevailing university curriculum offers little opportunity to run such courses. Notwithstanding the constrain the college ventured to conduct the following courses to make the students expertised in the arena of their choice. The certificate courses offered were (a) Functional English (b) Beautician (c) Mobile Repairing (d) Handicrafts. The enrolments in the said courses speaks for the demand of such sort of courses that visibly cater to the need of employability.

1.2.2. Does the institution offer programmes that facilitate twinning / dual degree? If 'yes', give details.

No.

1.2.3. Give details on the various institutional provisions with reference to Academic flexibility and how it has been helpful to students in terms of skills development, Academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:

- .Range of core / Elective options offered by the University and those opted by the college**
- .Choice Based Credit System and range of subject options**
- .Courses offered in modular form**
- .Credit transfer and accumulation facility**
- .Lateral and vertical mobility within and across programmes and courses**
- .Enrichment courses**

* The college offers Bachelor in Arts, Commerce and Science Streams (commerce and Science streams are in the concurred and affiliated stages respectively and being run as Self-financing courses) with Honours in Bengali, Manipuri, Political Science, Economics and philosophy. The college allows the following provisions in terms of skill development, academic mobility, and improved potential for employability and course enrichment.

a) Range of Core- General group of three subjects are compulsory for all students of Arts, Science and Commerce. These are a) General English (1st and 2nd Semester) b) Modern Indian Language (MIL) or Alternative English or Communicative English for commerce (3rd and 4th Semester) and Foundation course on Environmental Studies (5th and 6th Semester).

b) Three elective subjects to be chosen from among the following subjects:

Elective Bengali, Elective Manipuri, Persian, Philosophy, Political Science, History and Economics.

c) Flexibility- The students after passing Higher Secondary in Science or Commerce are entitled to join in Arts stream in the Bachelor Degree course.

d) Inter disciplinary and Enrichment course- The college enjoys little autonomy to revise the curriculum designed by the affiliating University. However, Economics is treated as interdisciplinary in nature being aligned with science and faculties from Science stream are engaged on the units which actually belong to Science discipline. The college makes maximum efforts to enable the student to become competent in their respective subject to cope with the need of the dynamic employment market. Class teachings are supplemented by field visits. Especially for the subjects like Economics, History and commerce such visits have been found very effective to gather practical knowledge.

e) Choiced Based Credit System has not yet been introduced by the affiliating university-

Choice Based Credit System has not yet been introduced by the affiliating university. Several meetings have been arranged by the University in this regard and the system has been proposed to be introduced in colleges from the forth coming academic session. The college at present offers limited option of subjects to the students. However with the introduction of the CBCS from the coming session the range of option will obviously be wider than that of the present.

f) The affiliating University follows a 10 point grade System with CGPA & communicative Grade point Average). The following is the Grade System:

Marks awarded(full marks considering 100)	SGPA for each semester (for Honours subject)	SGPA for each semester (for pass course students)	Letter Grade	SGPA for Honours subject or pass papers of pass course candidates	Percentage OGPA CGPAX 10)	Letter Grade	Qualification
90-100	9.0-10.00	9.0-10.00	O	9.0-10.00	90-100%	O	Outstanding
80-89	8.0-8.99	8.0-8.99	E	8.0-8.99	80-89%	E	Excellent
70-79	7.0-7.99	7.0-7.99	V	7.0-7.99	70-79%	V	Very Good
60-69	6.0-6.99	6.0-6.99	A	6.0-6.99	60-69%	A	Good
50-59	5.0-5.99	5.0-5.99	B	5.0-5.99	50-59%	B	Fair
40-49	4.0-4.99	4.0-4.99	C	4.0-4.99	40-49%	C	Average
34-39	3.4-3.99	3.4-3.99	D	3.4-3.99	34-39%	D	Below Average
Below 34	0.00	0.00	F	0.00	-	F	Failed

1.2.4. Does the institution offer self-financed programmes? If ‘yes’ list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

The entire science and commerce stream are being run by the college as self financed programmes. The subjects offered under science stream are Physics, Chemistry, Mathematics, Biology and Geology. The commerce stream is constituted of all the pass subjects including Accountancy, Business Method, Book keeping. The self-financed programmes are affiliated to the University but are still lacking Govt. concurrence. The services of the faculty members hence, have not yet been approved by the Govt. and accordingly the college has to bear expenditure in respect of their monthly salary (fixed honourarium). However, the college has been receiving financial grant for purchase of laboratory equipment, construction of laboratory and some other items from the U.G.C since 2005. With regard to admission, curriculum, fee, structure, teachers qualification for recruitment for Science & Commerce

Stream the college practices the same method as framed and approved by the affiliating University and applicable to the full fledged Arts stream.

1.2.5. Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programme and the beneficiaries.

In the context of globalization and liberalisation student should search for job opportunities not only locally but also globally. It is therefore essential to cultivate among them competencies and values that are of the acceptable quality and standards at national and institutional level. The institution should identify global competencies and develop these in their students through courses and activities.

With a view to developing these qualities college has offered computer courses along with the regular UG degree. The certificate course in Computer includes. 1. Module- 1: Computer Concept and Paradigm (CCP) - 3-months duration

2. Module- 2: Desk Top Publications (DTP) - 3 months.

All the courses introduced in the college have a good demand in the present-day job market. Communicative skill is another important factor that determines the professional success of an individual to a great extent. English being the lingua-franca is the most effective means of communication in the present day context. Our students having vernacular background are naturally weak in communicative English. To develop the communicative skill among our students certificate course in Functional English has been conducted and experience has showed that the students participating in the course have significantly developed their communicative skill. Some of the students have secured jobs in private establishments and other business firms due to their language proficiency which they earned through their participation in Functional English course. Some others have been found successfully pursuing P. G. course in various disciplines.

1.2.6. Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses / combination of their choice. If 'yes' how does the institution take advantage of such provision for the benefit of students?

No.

1.3. Curriculum Enrichment.

1.3.1. Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?

The college has the grand vision of giving a practical shape of man making education and facilitating rural students especially the SC, ST and

minorities and above all providing opportunity to rural female learners to have aims to higher education. The management has always been aware of this noble vision and every possible effort is made to transform this spirit into action. The existing male-female ratio (48:52) in the enrolment is a clear indication of the fact that the institution's efforts has yielded positive result by attracting rural female students to pursue higher education which as has been stated is one of the main visions of the institute. As regards the extra care the college aims at providing to the SC, ST and Minority students the college authority has always been prompt & sincere in availing every possible opportunity to be imparted to ensure their academic progress. Accordingly remedial classes for SC, ST and Minority students have been conducted in the college for several academic sessions with the financial assistance of the U.G.C. The students concerned have obviously been benefited by these classes. Thus the academic programmes and Institutional goals and objectives are yoked together by supplementing the University curriculum.

1.3.2 What are the efforts made by the institution to modify, enrich and organize the curriculum to explicitly reflect the experiences of the students and cater to needs of the dynamic employment market?

The college maintains a well planned actions plan such as institutional academic calendar, time - table for classes and teachers' diary reflecting number of classes taken, courses covered and tests conducted to enrich and organize the curriculum. In addition to these to enhance the experience of the students to enable them to cope with the needs of the dynamic employment market which demands people with dynamic qualities and personalities, the college runs career- oriented courses and guides the students through Career Counseling Cell and other cells under IQAC.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

The college has its representative in the College Development Council and through him the institution places its desire for incorporation of cross cutting issues such as gender, climate change. Environmental Education, Human Rights etc. in the curriculum to advance gender equality and inclusive development.

1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

To impart value based - education, the college arranges programmes on moral and spiritual values etc by inviting distinguished personages. Besides, the college tries to inculcate moral values on important occasions like fresher's meet, Republic Day, Independence Day. Similarly the college tries to inculcate spiritual values on other occasions like observance of Birth/Death anniversary of Great figures like Rabindranath Tagore, Dr. Radha Krishnan, Pandit Jawaharlal Nehru, Swami Vivekananda etc. Interfaith discussions are

arranged by inviting spiritual leaders on the occasion of Annual Milad, Swaraswati Puja etc.

The college is aware of its social responsibilities and as such it is involved with socio-economic and cultural activities for the all round wellbeing of the community as a whole irrespective of caste and creed to strengthen the sense of unity, integrity, patriotism and fraternity.

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

The self appraisal is evaluated by the Principal and as per rules of the Government and committee formed for the purpose. The appraisal is brought to the notice of the stakeholders of the concerned department for future guidance. The benefit of the feedback is entitled to be enjoyed by the concerned teacher.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

As the system of semester evaluation has been introduced by the University, the college proposes to take extra care to integrate the students in the semester system. Remedial classes are taken for the economically disadvantaged classes and for other slow learners.

1.4 Feedback System

1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

The affiliating University is the sole authority to design the syllabus of its affiliated Colleges. However, the University invites suggestion from its affiliated Colleges while designing the course and due importance is given to the suggestions provided by the College.

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

The College does not have a formal mechanism to obtain feed-back from students and stakeholders. However, the College employs feed-back annually from the outgoing students after completion of the U.G. Course.

1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?)

The College has not introduced any new programme during the last four years. However, the College has applied for introduction of two new subjects but the permission has not yet been accorded.

CRITERION II: TEACHING-LEARNING AND EVALUATION

2.1. Student Enrollment and Profile

2.1.1. How does the college ensure publicity and transparency in the admission process?

The management maintains the highest level of transparency not only in the admission process but also in all other activities involving finance, appointment, promotion and so on. As regards admission process notification is given immediately after the result of qualifying examination i.e. H.S Final year result. The notice is also circulated through leading local dailies also. At the time of distribution of forms to the students college prospectus is also served along with the form in which all matter relating to the admission such as fee structure, courses offered by the college, facilities available etc. are furnished in detail so that a student can get acquainted with the course he or she is going to opt for.

2.1.2. Explain in detail the criteria adopted and process if admission (Ex. (i) merit (ii) common admission test conducted by state agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the institution.

The Director of Higher Education, Assam issued a circular vide O.M. NO. AHE.250/2014/1 dated 5-6-2014 directing all colleges (Govt. / Provincialised) of Assam to follow uniform policy of admission into the college in different streams of Government and provincialised colleges. The policy was made effective from the academic session 2014-15. Accordingly the college has to follow the criteria as laid down by the Government with regard to admission into the three year degree course. The criteria and the uniform policy of admission are as follows-

1) Hence forth the college authority should declare the number of seats to be offered for admission in each stream at the beginning of session.

2) Admission notice is to be published in the local Daily Newspapers, both English and Assamese, or in notice board of the colleges including the category-wise total number of seats to be offered for admission.

3) The admission process is done on the basis of merit list prepared based on the marks obtained in the qualifying examination subject to Government reservation policy.

4. A maximum 5% of the seats are earmarked for outstanding sportsperson. However, prior to the introduction of uniform Admission Policy

the Admission Committee under the IQAC of the college used to frame guidelines for admission. But in both the cases Admission Committee of the college monitors the entire Admission process.

2.1.3. Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating University within the city / district.

Prior to the introduction of the uniform admission policy from 2014-15 academic session the admission committee fixed minimum and maximum percentage which varied from session to session. During the session 2014-15 minimum percentages for pass course was 35% and that of the Honours subject was 45% in the concerned subject. The following table will provide a comparative picture of the percentage of marks (minimum & maximum) followed by three other colleges of Cachar district having the same rural background.

	Minimum Marks			Maximum Marks		
	B.A.		B.Sc.	B.A.	B.Sc.	B.Com
	Pass	Hons.				
M.C.Das College	35%	45%	45%	No upper limit	No upper limit	No upper limit
Janata College, Kabuganj	30%	Nil	Nil	No upper limit	No upper limit	No upper limit
Radha Madhab College, Silchar	40%	Nil	Nil	No upper limit	No upper limit	No upper limit
Nehru College, Pailapoor	55%	Nil	Nil	No upper limit	No upper limit	No upper limit

2.1.4. Is there a mechanism in the institution to review the admission process and student profile annually? If ‘yes’ what is the outcome of such an effort and how has it contributed to the improvement of the process?

Yes, the Admission committee in collaboration with the academic monitoring committee of the college prior to the commencement of a session sit together to prepare guidelines for smooth and fair admission that strictly adheres to the guidelines supplied by the Govt. as well as by the affiliating University from time to time. At the time of admission member of the admission committee play a vital role in motivating the students to opt for subjects that might suit his/her talent apparently explored at the time of counseling. The students willing to offer Hons. subject are specially treated and a written merit test is taken to judge his / her aptitude in the subject he / she is going to offer besides considering his / her marks in the qualifying examination (+2) stage. This way of counseling provided to the students at the

time of admission has been found fruitful which becomes evident from the result of the selected candidates especially in the Hons. course. The contribution of this counseling system at the time of admission to improve the process evoked great response from the student which is learnt from the feedback obtained from the outgoing students.

2.1.5. Reflecting on the strategies adopted to increase / improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate / reflect the National commitment to diversity and inclusion.

- * **SC / ST**
- * **OBC**
- * **Women**
- * **Differently abled**
- * **Economically weaker section**
- * **Minority community**
- * **Any other**

The institution is committed to develop, nourish, cherish and defend the weaker sections of the society i.e. SC, ST, minority and especially the rural female students by extending every possible assistance with regard to admission and post admission academic affairs. Every effort is made to ensure proper implementation of the guidelines of the Government concerning admission and reservation policy of the Government pertaining to SC / ST / OBC and Minority is strictly maintained. Female students nearly constitute more than 50% of the total enrolment which visibly reflects one of the main visions of the college. The Admission committee in its screening process select the list of economically disadvantaged students and recommend the names for concession in their admission fee. The management on the basis of this recommendation allows concession in the admission fee which is borne by the 'Poors Fund' of the college. Outstanding sports persons are also admitted under Reserved category if found not eligible under general category. However, such seats are restricted to only 2% of the total enrolment strength of a particular class. Differently abled students, if any are given due importance during admission. The admission policy is framed by the concerned committee aiming at improving all the above mentioned categories of students thereby upholding the National Commitment to diversity and inclusion.

A three year profile of the students admitted in the college will enable anybody to realise the proper admission policy followed by the institution in its proper perspective.

CATEGORY-WISE ENROLMENT TABLE
THREE YEAR DEGREE COURSES
ARTS, SCIENEC & COMMERE C
(Science & Commerce Stream being Self-Financing Courses)

ARTS												
Session	SC		ST		OBC		MINORITY		GENERAL		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F
2010-11	60	46	00	05	92	70	231	190	50	40	433	351
2011-12	34	41	02	01	57	52	142	134	44	30	279	258
2012-13	56	52	01	02	70	62	191	177	51	36	369	329
2013-14	86	71	01	02	58	48	107	83	37	34	289	238
SCIENCE												
Session	SC		ST		OBC		MINORITY		GENERAL		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F
2010-11	04	00	00	00	03	00	10	01	03	00	20	01
2011-12	04	02	01	01	05	02	13	03	03	04	26	12
2012-13	07	00	00	00	03	01	09	02	03	01	22	04
2013-14	15	01	00	00	10	01	17	02	07	01	49	05
COMMERCE												
Session	SC		ST		OBC		MINORITY		GENERAL		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F
2010-11	07	01	05	00	10	00	17	00	11	00	50	01
2011-12	08	05	02	01	06	02	16	05	05	02	37	15
2012-13	15	03	02	00	15	01	13	01	06	02	51	07
2013-14	12	01	00	00	08	00	16	01	04	00	40	02

2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends i.e. reasons for increase/decrease and actions initiated for improvement

STREAM	2010-11		2011-12		2012-2013		2013-14	
	Number of applications	Number of students admitted	Number of applications	Number of students admitted	Number of applications	Number of students admitted	Number of applications	Number of students admitted
ARTS	810	784	580	537	750	698	575	527
SCIENCE	25	21	44	38	32	26	66	54
COMMERCE	60	51	65	52	70	58	50	42
	-	856	-	627	-	782	-	623
DEMAND RATION	10.3:10		10.8:10		10.7:10		10.9:10	

PROGRAMMES	NUMBER OF APPLICANT	NUMBER OF STUDNETS ADMITTED	DEMAND RATIO
PG 1 2 3	N/A	N/A	
M.Phil.			
Ph.D.			
Integrated PG Ph.D.			

Value added 1 2 3	Nil	Nil	
Certificate 1. Functional English 2. Desktop Publication 3.Computer Concept & Paradigm	40 200 200	25 187 187	16.6:10 10.8:10 10.8:10
3. Diploma 1.	N/A	N/A	
2 PG Diploma 1 2 3	N/A	N/A	

Any other			
1. Beautician	50	30	16.6:10
2. Handicraft	35	20	17.5:10
3. Mobile Repairing	20	15	13.3:10

N:B. TABLE AS PER SSR MANUAL

COMMENT- From the above table it becomes clear that the college has been enjoying increasing trend of the number of students seeking admission in M. C. Das College since the last four academic sessions. It will not be an exaggeration to mention here that at the time of first NAAC Accreditation the college had only 307 number of students in the under graduate level. Hence the present enrolment (782) is more than double of the previous students' strength. The reason for this conspicuous positive trend is nothing but all round development of the college. The Teaching learning process has improved consistently during this period due to the efficiency, sincerity and dedication of a band of teachers serving in the college. Every teacher is easily accessible to the student during their need which has created a congenial academic environment conducive to intellectual, moral and academic progress of the students reading in the college. The assistance extended by the academic monitoring committee of the college during the time of admission by way of counseling the students in the matter of selection of subjects is another positive aspect that has drawn the attention of the students. The student also benefits themselves through the internal assessment and evaluation process envisaged by the IQAC through merit Test, Terminal examination, Test examination (held prior to final examination) all aimed at achieving academic excellence by the students. The management has always taken keen interest in students affair and any problem faced by the students either directly resolved by the principal or redressed by the Grievance Redressal cell under the IQAC. All these work together to attract students to get themselves admitted in M. C. Das College notwithstanding its rural background.

2.2. Categories to Students Diversity

2.2.1. How does the institution cater to the needs of differently-abled students and ensure adherence to Government policies in this regard?

The College has got no record of differently abled student in its enrolment for the last five years. However, the management is well aware about the special requirements of a differently abled student. Extra care will be taken if and when such students will seek admission in the college. To ensure their mental, physical and intellectual development special arrangement will be made to cater to the needs of such differently abled students. They will enjoy special seating arrangement as per their convenience. The institution will strictly adhere to Government policies regarding this category of students.

2.2.2. Does the institute assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

The academic monitoring committee of the college assesses the students seeking admission both in the Honours / Major and pass course on the basis of marks obtained by them in (+2) examination. Their knowledge and skills are assessed before the commencement of the programme through interactive counseling session. On the basis of their performance in the interactive session they are allowed to proceed with the courses befitting with their academic capability. After their admission in a particular course many of the faculty members take extra classes to assist them to complete the courses which they opt for.

2.2.3. What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge / Remedial / Add-on / Enrichment Courses, etc.) to enable them to cope with the programme of their choice?

Apart from the scheduled routine classes tutorial classes are taken to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice. Remedial coaching classes funded by the U.G.C for SC/ST/OBC and Minority students are also conducted to improve knowledge level of the students. The Academic monitoring committee under the IQAC in its meeting tries to identify the weak students and the identified students are paid extra attention by way of arranging remedial coaching classes for them to help them compete with their fellow counterparts.

2.2.4. How does the college sensitize its staff and students on issue such as gender, inclusion, environment etc.?

The Extension Education cell under IQAC in collaboration with some local leading NGOs arranges various programmes to sensitize the staff and the students on the burning issues such as gender equality, women empowerment and women's education, deforestation, AIDS, environment etc. Experts from concerned field are invited to deliver lecture on the issues. The NSS unit of the college remains active round the year to keep the college campus clean. World Environment Day is observed by inviting officials from the Forest Department to sensitize the staff and the students on the environmental pollution caused by various factors especially prevailing in this area. The Health care cell under IQAC observes world AIDS Day to aware the youths about sexual abuse & drug-addiction.

2.2.5. How does the institution identify and respond to special educational / learning needs of advanced learners?

The Academic monitoring committee of the college keeps constant vigil on the progress of the students in their respective subjects and evolves mechanism such as class-wise Unit Test, interactive programmes etc. to

identify advanced learners. The identified advanced learners are provided with additional tutorial classes to meet their extra demand in their concerned subjects. Some of the departments arrange monthly Test for them to enable them to dive deep into their subjects while preparing their assigned topics of monthly Test. The brilliant students are advised to consult reference books of eminent authors other than the usual reference books used by the average students. They are also suggested to make optimum use of the college library during off-period time. The advanced learners are encouraged to participate in quiz contest, debates, extempore speech competition and other academic and cultural programmes arranged from time to time to ensure their personality development.

2.2.6. How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections et. who may discontinue their studies if some sort of support is not provided)?

Apart from conducting two units test in a semester class tests are also arranged by individual departments which help to detect the advanced as well as the weak students. The detected weak students are advised to attend remedial and tutorial classes specially arranged for them with a view to improving their performance. By collecting students' feedback the Academic Monitoring cell suggests the concerned department to take needful measures.

Economically disadvantaged students receive special assistance from the institution in the form admission fee relaxation. Such group of students having their residence beyond 10 k.m. of distance from the college are provided with house rent and conveyance fare funded by the U.G.C under a special scheme. During the Academic session 2009-10 and 2010-11 317 Nos. of students have been assisted under the scheme. This kind of financial assistance to the economically weaker section has been found fruitful in preventing them from discontinuing their studies due to financial stringency. Students from the disadvantaged sections of the society and slow learners are provided with special remedial coaching classes which gradually creates a sense of self-confidence in their mind.

2.3 TEACHING-LEARNING PROCESS

2.3.1 How does the college plan and organise the teaching, learning and valuation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

The IQAC of the college convenes a joint meeting of the teaching and non-teaching staff prior to the commencement of each academic session wherein after elaborate and thread bare analysis of every aspects of the teaching, learning and evaluation procedures action plan is prepared for the whole year. The action plan incorporates academic calendar, teaching plan for each and every department, evaluation system to be followed, unit Test, tutorial classes, remedial coaching for SC/ST/OBC and minority students

educational tours, guests lectures & career counseling programmes etc. The Academic calendar provides in detail total number of classes to be taken by each department. It also provides information about holidays, Puja vacation, and tentative dates for Unit Tests & Test examinations.

A daily work-dairy is maintained by every faculty member. The work diary contains the details of semester-wise plan of subjects to be taught by the teacher. It also provides duration of each class and total working hours spent by a teacher in a day. The working hours are also divided into two segments viz the actual teaching hours and the time spent for any administrative or co-curricular activities. The work diary is thus a complete record of total duties and responsibilities discharged by a faculty member during an academic session. The college maintains a very transparent and comprehensive evaluation system right from the time of admission to a particular course till the final examination of each semester. The performance and progress of the students are generally evaluated through departmental examination and two Unit Test prior to the commencement of semester examination conducted by the affiliating University. Internal assessment is done on the basis of class attendance and one internal examination.

2.3.2 How does IQAC contribute to improve the teaching-learning process?

The Internal quality Assurance cell plays role both in the administrative and academic level. The principal as chair person of the IQAC holds regular meeting with administrative and academic heads and remains in touch with student representative. The co-ordinator of the IQAC gets himself engaged in framing and formulating strategies to ensure quality of teaching learning process in the college.

To ensure improvement in the teaching learning process sustained efforts need to be made by way of evolving innovative techniques of evaluation, admission, examination and other relevant academic exercises. The activities of the Academic monitoring committee under the IQAC is the collective venture of all those items. It formulates guidelines to be followed, reviews the adherence to the guidelines, reforms admission and evaluation and examination practices from time to time as per requirement. The cell takes initiative to arrange workshop, seminar, group discussion and other healthy practices designed to develop academic life of the college. It also ensures the effective implementation of all the policies which on the other hand reduces drop-out rates. Due to the persistent efforts of the Academic Monitoring Committee the drop-out rate has been reduced to a great extent.

The IQAC of the college in collaboration with a number of sub-committee / cells under it has been functioning in the following fields.

1. Preparation of Annual Action Plan that includes academic and infrastructural activities.

2. Preparation and submission of Annual Quality Assurance Report to NAAC.

3. Arrangement of meeting with various stake holders viz Alumni, Guardians, teaching and non-teaching staff, college unit of the Assam College Teacher Association (ACTA), NSS, NCC and convenors of all the sub committees working under the cell.

4. Organisation of seminar, workshop, symposia and Group discussion programmes.

5. Celebration of important days like Independence day, Republic day, Martyrs day, World Environment day, International womens' day, International Vernacular day, Annual Milad Mehfil, Swaraswati puja etc.

6. Arrangement of Annual Sports & culture, Youth Festivals.

7. Arrangement of study Tour.

8. Monitoring of Admission process.

9. Monitoring of teaching and evaluation process.

10. Maintenance of Self-Appraisal Report of faculty members.

11. Arrangement of community development programme.

12. Documentation of various quality development programmes.

13. Liasioning NSS and NCC units.

2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

The institution has an inbuilt mechanism to respond to suggestions, complaint, grievances of students regarding the teaching learning process and support facilities made available to them. A complete, comprehensive and exhaustive academic calendar is prepared by the Academic Monitoring Committee under IQAC which conforms to the university norms to ensure effective teaching. Daily work diaries are provided to the teachers which help them to plan their teaching programmes besides maintaining a record of lecture delivered Audio-visual aids are used by teachers in addition to the chalk and talk method. Considering the importance of internet as a means for acquisition of information the authority has made the college campus Wi-Fi enabled and students can now avail of high speed internet service within the college campus.

Students can avail of free internet facility through UGC Resource Centre which was established in. 2012. College library provides 4 numbers of national and two numbers of local dailies and the students are encouraged to read these newspaper daily. This is intended to make them aware of the current affairs. Learning is made more students centric by giving them home assignments and encouraging them to participate in seminars, quiz, workshop and debates. Department wise periodic tests are part of the internal assessment of students' performance. Regularity in keeping daily lecture records and maintaining daily diaries are other important aspects on which utmost importance is given by the Management which in turn helps teachers complete their assigned course within the stipulated time.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

The institution provides enormous opportunities to the students to instill critical thinking, creativity and scientific temper in their mind to transform them into life-long learners and innovators. Some of the efforts are mentioned below.

1. To develop their argumentative skill group discussion, seminars and debates are organised which provide them a platform to put forward their views. They can share their views with persons of eminence which help them become self confident and self-reliant.

2. The college regularly publishes Annual Students Magazine where the students ventilate their creative talent. Students are also encouraged to exercise their creativity in wall Magazine, etc. Recently the Bengali department of the college has published a book which is a compilation of 73 poems written by a student of 4th Semester.

3. To widen their outlook and make them acquainted with diverse culture, creed and conventions prevailing in our country Study Tours are arranged wherein they learn and rejoice at the same time.

4. Programmes organised by NSS and NCC units of the college develop the spirit of dedication and leadership skill among the students.

5. Attempts are made to inculcate scientific approach among the students by organising programmes on issues like earthquake, AIDS etc. in co-operation with district Disaster management, AIDS control Society where from they learn their scientific reason, solution and necessary precautionary measures to be adopted beforehand.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning-resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and communication Technology (NME-ICT), open educational resources, mobile education, etc.

The college has established UGC Resource Centre in 2010 which facilitates student in the acquisition of various information through internet. The college has been running Basic Computer programme as self-financing course since 2008. Keeping in mind the importance of internet as a means for acquisition of information and to enable the students to use high speed internet service the college campus has been made Wi-Fi enabled.

The construction of a smart class is one of the best achievements in terms of technological support in the improvement of teaching learning process. A number of computers have been installed in the college with LAN connection. The college also offers BSNL connection along with modem off campus to the faculty. Principal's room, teachers' common room and the library have been provided with LCD T.V.

The entire campus has been brought under CC camera surveillance which has enabled the Head of the institution to keep vigil on the day to day activities of the students as well as the teaching and the non-teaching staff and which has caused a positive effect on the students in respect of their class attendance.

The management is quite aware of the importance of library in the enhancement of teaching learning quality. Hence efforts are being made to adorn the library with all possible technological supports. Digitalisation of the library is under process and nearly 70% digitalisation has already been completed.

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lecturers, seminars, workshops etc.)?

The IQAC of the college endeavours to arrange national and college level seminars to enable the students and faculty to be exposed to advanced level of knowledge and skills. The college has in its credit one national level seminar and one workshop till date apart from many college level seminars. Guest Lectures are also arranged by inviting persons of eminence in their respective fields and the students along with the faculty derives academic benefit from their deliberations. The teachers are encouraged to participate in seminars, workshop, symposium etc. organised by other colleges & universities to get them abreast of the latest development in the academic arena. The teachers also update their knowledge and skill level by attending orientation programme, refresher course in accordance with the UGC guideline.

Career consulting cell under IQAC plays important role in inspiring students to have advanced level of knowledge and skill. Counseling programmes are arranged by inviting competent persons from various departments to expose new avenues before the students to develop and sharpen their skill needed to secure job in the present day competitive market. Besides, the career counseling cell suggests for procurement of magazines, journals and newspaper providing career related information and on the basis of the suggestion college library takes necessary steps to purchase those regularly which are subsequently used by the students to prepare their career.

2.3.7 Detail (process and the number of students / benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling / mentoring / academic advise) provided to students?

The career counseling cell under IQAC plays the pivotal role in providing information concerning various educational scope and prospect to students in the pursuit of higher education. Under the auspices of the career counseling cell guest lectures are arranged by inviting experts from industry and institutions. The experts deliver and interact with the students on the issues pertaining to higher academic pursuit, prospective academic courses, employment market, self-employment, cottage and agro-based small scale industries, entrepreneurship etc.

Following programmes have been organised by the career counseling cell under IQAC-

Sl. No.	Date	Guest Speaker	Topic
1	17/07/2014	Principal and Head of the Department.	Student Awareness Programme on Semester System and Course Structure.
2	23/12/2014	Subrata Das Programme Executive, Agartala Doordarshan	Career in Television: An informal interaction.
3	17/03/2012 to 25/03/2012	DDM, NABARD, Silchar Director, Janashikhshan, Cachar B.D.O, Sonai Prof. Ritwika Rajendra, Social workers Deptt. Deptt. A.U.S	9 day S.H.G Awareness and Training Programme

4	10/08/2012	S. H. Mazumder Director, Planning Govt. of Assam	Entrepreneurship Development
5	20/03/2012	Dr. Parta Sarati Deptt. of Physics G. C. College	Disaster Management
6	26/09/2013	Director, District Employment Officer	Spot Employment Exchange Registration

2.3.8 Provide the details of innovative teaching approaches / methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

A strong and sustainable higher education is a part of sustainable development and at the same time a means to achieve it. Building up of a strong higher quality need vibrant higher education system and policies with innovative approaches. Keeping this view in mind the college authority has always been encouraging the teaching faculty to initiate innovative practices to develop the teaching learning process and the response received from the teachers in this regard is very positive.

To enhance the learning capacity of the students the faculty members inculcate on their reading habits by availing of the facilities like ready access to dailies, magazines, periodicals, reference books etc. in the reading room attached to the college library.

Debate competitions held from time to time are aimed at increasing communication skill of the students. Annual election to form students council also paves way to exchange their views with their fellow-mates through class-platform lecture. By holding various post in the students council they become conscious about their collective and individual responsibility without which a person cannot be called educated in the truest sense of the term.

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, the Principal and the co-ordinator, IQAC make surprise visits to the classes to monitor proper and full utilization of the teaching hour.

The faculty members conduct post-admission evaluation based on unit test which not only helps categorise the poor learners from the advanced one but also enable effective use of the class room teaching to intensively focus on the slow learners and remedy their deficiencies by taking additional classes in a planned and orderly manner.

The other methods adopted by the faculty members are (a) Student assessment of classroom teaching (b) teacher wise, subject wise analysis of university results (c) Periodic staff meeting (d) review of departmental performance. All these innovative techniques adopted by the faculties go along to enrich the teaching-learning and evaluation process of the college.

The faculty members leave no stone unturned to maintain the stipulated 180 teaching-learning days by even working on holidays if deemed necessary thereby providing the students with full academic content in spite of extraneous factors sometimes threaten to reduce the period of study.

Arrangement of Educational tour to important places inside and beyond the home state is another innovative practice adopted by the faculties to relieve the students from the monotony of strenuous class-room teaching.

Keeping in mind the importance of the use of technological device in imparting lessons the teachers are encouraged to shift from traditional chalk and talk method to audio-visual method gradually. The first step towards this new approach is the power point presentation for which the faculty members are being oriented. One of the unique achievements of the institution is the construction of a smart class. However the faculty members till now require orientation to make proper use of the smart room and initiative has been taken in this regard.

The institution has been making various efforts to encourage the faculties to adopt new innovative approaches. Persistent importance is given on faculty development by sending them to orientation programme, refresher course, seminars etc. to get them acquainted with the latest trend in their respective subject so that they can impart updated knowledge to the learners.

As per UGC rule the teachers have to stay in the college for 40 (forty) hours in average in a week. Obviously this long stay in the college would become extremely tiresome if comfortable accommodation is not provided to the faculty. Keeping this view in mind the management has constructed departmental chambers furnished with comfortable sitting arrangement. Every teacher has been provided with a laptop to be used for power point presentation, preparation of lecture, internet searching etc. Every chamber has also been furnished with an Almirah containing books / reference book of the concerned department. The teachers can now engage themselves in intensive reading and interact with students especially with those possessing outstanding quality in a free, homely atmosphere.

The innovative methods / approaches adopted by the teachers and the efforts made by the institution as indicated above to encourage the faculty to adopt new and innovative approaches has evoked enthusiastic response both from the learners and teachers side. The increasing trend in the library attendance, the number of students willing to participate in the educational tour, students coming to the departmental chamber to have interaction with faculty on their course curriculum etc. clearly indicate that the strategies have yielded positive results.

The evidence of success of the efforts made by the institution to encourage the faculty to adopt new and innovative approaches has also been found to be quite visible. The teachers now stay in the college even beyond the stipulated time having been provided with comfortable trouble free departmental chamber. Lap tops are found to be frequently used by them. Their off-time is no longer spent on idle gossip. Rather they prefer to busy themselves in reading books, journals etc. readily available in the departmental library. Use of internet has now become a routine work of the faculty. The same is the case with the educational trips arranged by the institution in 2010 and 2012 respectively. The teachers (including four female teachers) volunteered to accompany the students (a team comprising 60 students) to the educational tour to Agartala, the capital of Tripura and Shillong, the capital city of Meghalaya. All these are a clear indication that the institution is marching ahead with its self-innovative approaches as supplement to the prescribed curriculum.

2.3.9 How are library resources used to augment the teaching-learning process?

The role of library in augmenting the teaching-learning process is of prime importance in the academic life of a college. The college allows access to its library for all students and faculty members for the maximum possible time throughout the academic session. This helps the students to keep themselves abreast of knowledge in any discipline. Apart from these local and national newspapers, magazines, periodicals, journals, etc. are provided in the reading room attached to the library to enable the students to make the best use of their hours of rest. The library also provides reprography facility at a minimum cost. To prevent any sort of activity that might disturb the users inside the library and the reading room the entire library has been brought under CC camera surveillance and constant monitoring is maintained during the working hours. Necessary steps have been taken by the management for complete digitalization of the library and partial digitalization has already been done. The system under process will help students in teaching learning and research activities. The library also plays a great role in providing career information through display of competitive examinations and career related advertisement on the notice board. The students get job information through Employment news and competitive magazines subscribed by the library. The departmental library also helps the student from where they can borrow subject-specific books as per requirement.

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes' elaborate on the challenges encountered and the institutional approaches to overcome these.

No, the institution does not face any challenge in completing the curriculum within the planned time and calendar. The institution very strictly maintains the stipulated working days for which Academic calendar is

prepared at the very beginning of the session and all the departments maintain the calendar to complete the syllabus within the planned time frame. However, due to unavoidable circumstances sometimes normal class routine gets effected which is compensated by taking tutorial and extra classes taken beyond scheduled working hours.

2.3.11. How does the institute monitor and evaluate the quality of teaching learning?

The college has system of continuous monitoring and evaluation of the quality of teaching learning through the Academic Monitoring Committee under the IQAC. Post admission Unit test are conducted to categorise the poor learners from the advanced one which enables the teachers in the effective use of class room teaching with intensive focus on the slow learners and remedy their deficiencies by taking additional classes if deemed necessary.

Prior to the commencement of University examination after completion of each semester two other unit tests are conducted to assess the performance of the students at the institution level and the ultimate evaluation is done through university examination at the end of the semester. Feedback method is also employed to evaluate the effectiveness of teaching learning process. Papers containing questionnaire on the teaching-learning aspect are collected from the student after receiving their answers and comments and the feedbacks are analysed by the concerned committee to take necessary measures to improve the teaching learning process.

2.4 Teacher Quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing recruitments of the curriculum

The college has to follow the planning and management policy (framed by the UGC and State Govt.) in respect of recruitment Accordingly when a vacancy is created consequent upon the retirement or some other reasons advertisement is made for filling up the vacancy and recruitment is made as per prevalent norms and rules of the UGC and the State Govt. But due to the inadequacy of teachers in some departments the management appoints part-time teacher for smooth and efficient functioning of the department concerned.

Highest Qualification	Professor		Associate Prof.		Asstt. prof.		Total
	M	F	M	F	M	F	
Permanent Teachers							
D.Sc./D.Litt.	Nil		Nil	Nil	Nil	Nil	Nil
Ph.D.	Nil		Nil	Nil	2	Nil	2
M.Phil.	Nil		Nil	Nil	5	Nil	5
PG	Nil		3	3	2	3	11
Regular (non-sanctioned)							
D.Litt.	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Ph.D.	Nil	Nil	Nil	Nil	01	02	03
M.Phil.	Nil	Nil	Nil	Nil	Nil	Nil	Nil
PG	Nil	Nil	Nil	Nil	Nil	Nil	Nil

2.4.2 How does the institution cope with the growing demand / scarcity of qualified senior faculty to teach new programmes / modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in the direction and the outcome during the last three years.

The college encourages the existing faculty members to cope with the changes occurring in the syllabi from time to time by sending faculty members to refresher course / orientation programme, seminars etc. This helps the faculty to come in contact with the latest development in the Academic arena. Their experience is imparted to the students through class room teaching and interaction.

2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

a) Nomination of staff development programmes-

Academic Staff Dev. Programmes	Number of faculty maintained
Refresher Course	15
HRD Programmes	Nil
Orientation Programmes	05
Staff teaching conducted by the University	04
Staff teaching conducted by other institutions	02
Summer/Winter schools, workshop etc.	07

b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improve teaching learning

- * **Teaching learning methods / approaches**

- * **Handling new curriculum**

- * **Content / knowledge management**

- * **Selection, development and use of enrichment materials**

- * **Assessment**

- * **Cross cutting issues**

- * **Audio Visual Aids / multimedia**

- * **OER's**

*** Teaching learning material development, selection and use**
Teaching learning method / approaches:

The institution conducts seminars, workshop and various programmes for teacher educators. Immediately after the “Introduction of semester system the college organised a two-day national level seminar entitled Introduction of Semester System in under Graduate Colleges of Assam ”. The feed-back obtained from the workshop was immensely beneficial for the teacher to transmit knowledge to the students under the new system. A self appraisal proforma is used to evaluate faculty performance in teaching, research and extension. Students’ appraisal of teachers’ performance is made at the end of the course to evaluate strength and weakness of the individual teacher in his/her teaching. The teachers are given free access to internet which helps to collect study materials necessary for effective teaching. In addition to that they are always encouraged to make optimal use of the college library.

Handling new curriculum: The institution makes every possible effort to sensitize its faculty to cope with the changes occurring in the syllabi from time to time. They use to attend workshop organised by the affiliating University for the faculty of its affiliated college and thus keep themselves abreast of the methods to handle new curriculum.

Content / knowledge management: The syllabi are unititized at the beginning of the academic session and the teachers prepare the term-wise teaching plan accordingly. The departmental heads take special care to ensure timely completion of the syllabus in the class.

Assessment: The students Feedback is the main yardstick to assess the teaching learning effectiveness. However ‘Feedback’ from the guardians is also given due importance in assessing the effectiveness of the teaching

learning process. The parent-teacher Association arranges Parents / Guardians meet from time to time to exchange views on the progress of their wards.

Cross cutting issues : (Vision & mission) Keeping in mind the commitment of the college to the Society the faculties and students are encouraged to play active role in the activities related to felt needs of the community, such as health and hygiene awareness, environmental awareness, medical camps, etc.. under the aegis of various cells of IQAC. Programmes are arranged from time to time on AIDS, women empowerment, child labour etc. to increase the awareness of the students. The NSS unit plays a prominent role here.

Audio / Visual Aids / multimedia: The institution has ventured to initiate technological support in the teaching learning process as far as practicable. All the teachers have been provided lap-tops to encourage them to use power point presentation of their lecture as a supplement to the traditional lecture method. Considering the importance of internet as a means of information acquisition the college campus has been made Wi-Fi enabled. The students as well as the faculty members are free to derive benefits from this technological support. The college has established UGC Resource centre and the faculty members have free access to the centre. Besides the institution runs a computer centre for conducting certificate courses in i) Module-I Computer concept and Paradigm (CCP) II) Desk Top Publication(DTP)

There are four projectors to be used as visual aids in the class room.

OER's: Library and internet facilities are the main open educational resources of the institution. Smart class is one of the important components of open educational resources.

Teaching learning material development, selection and use: The usual chalk and talk method used in the class room teaching is being supplemented by power point presentation. Taking advantage of the free access to internet faculty members enrich and widen their field of knowledge.

c) Percentage of faculty

*** Invited as resource persons in workshops / Seminars / Conference organized by external professional agencies 10%**

*** Participated in external Workshops / Seminars / Conference recognized by national / international professional bodies 100%**

*** Presented papers in workshop / Seminars/ Conferences conducted or recognized by professional agencies. 60%**

2.4.4 : What policies / systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

The college organises faculty development programmes like seminar, workshop to enhance their level of knowledge and teaching skill. Feedback obtained from the students helps to strengthen teaching learning ability. The college has a mechanism to monitor and assess the work of teachers regularly through self-appraisal. A prescribed proforma is provided to teachers for this purpose and they are required to fill up this proforma at the end of the academic session. Teachers are encouraged to use modern technique of teaching like lap tops, projectors etc. All the faculty members have been provided with lap tops to be used for internet searching, power point presentation in the class room and other relevant academic pursuit. Encouragement is also given for research improvement by undertaking major or minor research projects funded by the UGC. Under the initiative of the IQAC all the research paper presented in the seminar and workshop organised by the college have been published in the form of books. Some of the faculties have published works in reputed journals and a few have authored books. Recently a book has been published under the auspices of the department of Bengali and department of English and the fund for the publication has been provided by the college.

2.4.5 Give the number of faculty who received award / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance / achievement of the faculty.

No teacher of the college has received any national or state level recognition or award for excellence in teaching till date. Special efficiency of teachers in the field of curricular, co-curricular or extracurricular activities is given due recognition by the institution to motivate them to render service to the best possible manner.

2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

Yes, the college has introduced the evaluation of teachers by the students. Feedback is obtained from the guardians also. Specified formats are supplied to the students and guardians and the feedback received through the format is collected by the Academic monitoring cell working under the supervision of the IQAC. The feedback thus received is thoroughly analysed by the Academic monitoring cell with meticulous care and finally submit its report to the co-ordinator, IQAC. On the basis of the report the IQAC in co-operation with Academic monitoring cell takes remedial measures by suggesting the teacher concerned to improve the drawback if any in his / her

teaching method. The feedback received from the guardians is also treated in the same manner to improve the quality of teaching-learning process.

2.5 Evaluation Process and Reforms

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

The stakeholders of the institution especially students and faculty are aware of the evaluation process as the evaluation procedure is elaborately mentioned in the prospectus given at the time of admission. Information regarding evaluation procedure is imparted by the institution and the teachers alike in the Fresher's Meet organised at the beginning of the session. The 1st guardians meet is also used to convey this message so as to enable them to motivate their wards to cope with the existing evaluation system.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

Semester system at the U.G level was introduced by Assam University, Silchar in 2010. Prior to that annual system was in vogue. Due to its affiliation to Assam University the college has to follow the examination system framed by the affiliating University. Examination of the erstwhile annual system and the newly introduced semester system are in practice at present as the unsuccessful students under the annual system of examination have been given chance to clear all papers by 2015. The college has adopted other reforms like internal assessment through 2 unit tests each of 25 marks prior to the university examination. Securing of pass marks in the unit tests has been made mandatory by the institution which is in conformity with the University guidelines. Attendance is also strictly maintained. Students possessing below 75% attendance are treated as non-collegiate and such students have to pay stipulated non-collegiate fee to obtain eligibility to appear in the final examination.

All the policies relating to examination to be followed by the constituent colleges of the affiliating University are framed by the Academic council of the University having representation from the teachers and administrative Heads of the affiliated colleges. Although the University Academic council play the decisive role in undertaking any reform in the examination as and when necessary due weightage is given to the suggestions forwarded by the colleges through Principals and teachers, representative from colleges and members from college teachers Association to the academic Council.

A great change / reform in the examination pattern under the choice based credit system proposed to be introduced from the coming academic session is under consideration of the Academic Council of the University.

Suggestions have been sought from the teachers council of the constituent colleges and our college has put forward necessary suggestion in this regard.

The college does not have the autonomy to initiate any major evaluation reform. The initiative in this regard could only be taken in the internal evaluation system of the college. The Academic Monitoring Cell of the college has brought about a change in the internal evaluation system. Under the new system a student has to obtain a minimum marks (as stipulated by Academic Monitoring Committee) in the Unit Test to be entitled to sit for university examination.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the University and those initiated by the institution on its own?

The Academic Monitoring Cell under IQAC uses various mechanism to ensure effective implementation of the evaluation reforms of the University and those initiated by the institution on its own. There is a system of continuous assessment of students performance. It is made through the entire period of learning. Apart from two unit test taken prior to the final examination periodical class test, tutorials and remedial classes to slow learners are conducted to ensure their progress in their respective subject. Besides the result of unit test are analysed and the students along with their parents are given necessary tips showing the strength and weakness of the students for achieving better performance. Emphasis is also given on the performance of the teachers to ensure the implementation of the evaluation reforms. Teachers are required to prepare their teaching programme at the beginning of every semester to ensure the completion of whole syllabi within the time prescribed.

Examination committee for University Examinations: The centre committee is formed as per University Guidelines.

Composition of the committee-

- * President- President of the Governing Body**
- * Officer-in-charge- Principal-cum-Secretary of the constituent college.**
- * Member- All Principals of the constituent colleges (Recognised or permitted) if any**
- * Member- 4-5 leading influential persons and teachers.**
- * Member- Officer-in-charge of the local Police Station.**
- * Member- Post Master of the local Post office**
- * Member- Medical officer of the local Health Centre.**

The committee selects Assistant officer-in-charge for University examinations (Semester wise) and authorizes the Principal / officer-in-charge of the college to arrange and complete all the formalities for smooth conduct of the examinations.

2.5.4 Provide details on the formative and summative assessment approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

The assessment approaches are based on the philosophy “Well begun is half done”. The students at the very beginning of the session are made aware of the evaluation strategies adopted by the institution and efforts are made to ensure their adherence to the system. 75% class attendance to the minimum, periodical class tests, teacher student interaction, library attendance are the components of this evaluation system. All these practices have got a positive impact on the learning environment. Under summative assessment final examination and two other Unit Test are conducted. The results of these examinations are analysed threadbare and necessary steps are taken to eradicate weakness if detected and ensure sustained improvement. An analysis of the final result of the last few years clearly indicates that all these efforts have positively impacted the system.

Generally ‘guardians meet’ is arranged after the test examination to let them apprised of the degree of development of their wards. This system has been found very effective in motivating students to get prepared well ahead of the final examination.

One of the vital strategies adopted by the institution recently is the eligibility criteria for sitting in the final examination. According to this rule a student has to secure minimum pass mark in the Unit Test as fixed by the institution failing which a student is debarred from appearing at the final examination. This has yielded a very positive result. Now the students no longer tend to ignore the importance of internal examination (Unit Test) and consequent upon which students attend the Unit Test with full preparation which on the other hand helps them immensely in securing good marks in the final examination.

2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightages for behavioral aspects, independent learning, communication skills etc.)

The institution maintains strict discipline in the entire examination procedure. Students are encouraged to develop the habit of taking both internal examinations conducted in the form of unit test and the University examination with equal seriousness. This has yielded a good result. As a result students now face the internal assessment with much seriousness. In order to ensure transparency result of the internal assessment of the students is displayed on the notice board. Internal assessment is considered a major

indicator of performance of the students and the college ensures high transparency in evaluating the same.

The students are encouraged to develop independent learning by ensuring their involvement in various co-curricular activities which includes participation and presentation of paper in the inter-departmental seminar, contribution of articles in the annual college magazine, wall magazine, and participation in debating competition. Participation in symposium and debating competition directly develop their power of communication skill. The college maintains a high order of disciplined movement of the students inside the college campus. The entire college campus has been brought under CC camera surveillance to monitor all external movement especially the movement of the students inside the campus.

The affiliating University has assigned no weightages for the internal assessment in the final progress report of the students. But in spite of non inclusion of the final progress report the students are obliged to feel its necessity due to persistent importance given by the institution on this very aspect of teaching learning process.

2.5.6 What are the graduate attributes specified by the college / affiliating university? How does the college ensure the attainment of these by the students?

The colleges affiliated to Assam University do not have specified graduate attributes. However the curricular and co-curricular activities conducted by the college at the under graduate level is a comprehensive reflection of the qualities to be attributed to a student graduating from this college. The following qualities are attributed through the curricular and co-curricular activities and could be termed graduate attribute of the college.

1. Quality literacy in teaching learning
2. Research literacy
3. Communicative literacy
4. Information literacy
5. Social responsibility
6. Community developing literacy
7. Administrative transparency.
8. Innovative approaches.
9. Computer literacy.

Besides, more recent managerial concept such as strategic planning, team work and decision making are other graduate attributes enshrined in the curricular and co-curricular design of the college although these are not clearly specified as attainable graduate attributes. In fine a graduate from this college is expected to have in possession of quality education associated with all other

positive human attributes that are required to become an educated person in the true sense of the term.

2.5.7 What are the mechanism for redressal of grievances with reference to evaluation both at the college and University level?

The mechanism for redressal of Grievance regarding evaluation is as follows-

* The college has constituted Grievance Redressal cell headed by the Principal as convenor to examine any grievance and determine whether the grievance has any real basis whatsoever and takes necessary measures if it is found to be real. This system is applicable in case of grievance related to internal examination like Unit Test etc.

* The affiliating University has made adequate provisions for redressal of Students grievances regarding evaluation. As per the provisions a student has the right to get his / her paper re-evaluated for which the students concerned have to submit a duly filled in proforma (prescribed by the University) along with a stipulated fee within one month from the date of publication of the result and the university issues fresh mark sheet on the basis of the re-evaluation.

* The student has the right for

- (i) re-totaling
- (ii) re-evaluation as detailed earlier and
- (iii) Photo copy of answer sheets.

* In addition to these any stake holder is entitled to seek redressal on grievance related to Question paper, method of conducting examination and results or any such related matter.

2.6 Student performance and learning outcomes

2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?

Yes, the college has stated learning outcomes. Attempt is made on the part of the Academic staff to encourage each and every learner and to help mould them into multifaceted personalities with a broad range of skill sets. Students of the college are exposed to service areas like computer education, guidance and counseling and remedial instruction as methods for augmenting their professional competencies. They are also encouraged to contribute to a number of social service areas like blood donation, cleanliness, and medical help for poor and underprivileged section of society. Most of these programmes contribute to the upliftment of people at the grass root level. The college intimates these learning outcomes to the students, teachers and other stake holders partly through its prospectus and partly through various notices issued by the management from time to time as and when required.

2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course / programme? Provide an analysis of the students results / achievements (Programme / course wise for last four years) and explain the differences if any and patterns of achievement across the programmes / courses offered.

The Academic monitoring Cell under IQAC prepares teaching learning plan at the beginning of the sessions and after admission students undergo a continuous evaluation process to achieve the desired learning outcomes. Monitoring of the progress and performance of the students is done by applying following methods.

- a) Periodical Class Test
- b) Teacher-students interaction
- c) Departmental seminar
- d) Unit Test

Students progress and performance are communicated by-

* Displaying University result on Notice Board.

* Discussing class performance in parent / guardians meet.

RESULT ANALYSIS FROM 2010-11 TO 2013-14

College Result (Arts (B.A.))

Year	Course(UG)	No. of students appeared	No. of students passed	Total percentage
2011	Honours(1 st sem.)	03	01	33.33
	Pass (1 st sem.)	285	38	13.49
2012	Honours(2 nd sem.)	03	00	00.00
	Pass (2 nd sem.)	242	41	16.94
	Honours(3 rd sem.)	03	00	00.00
	Pass (3 rd sem.)	191	08	4.18
2013	Honours(4 th sem.)	02	00	00.00
	Pass (4 th sem.)	140	16	11.42

	sem.)			
	Honours(5 th sem.)	03	02	66.67
	Pass (5 th sem.)	102	51	50.00
2014	Honours(6 th sem.)	03	00	00.00
	Pass (6 th sem.)	220	41	18.64

College Result (B.Sc.)

Year	Course	No. of students appeared	No. of students passed	Total percentage
2011	Pass (1 st sem.)	07	01	14.28
2012	Pass (2 nd sem.)	01	01	100.00
	Pass (3 rd sem.)	04	04	100.00
2013	Pass (4 th sem.)	02	00	00.00
	Pass (5 th sem.)	02	01	50.00
2014	Pass (6 th sem.)	02	02	100.00

College Result (Commerce)

Year	Course	No. of students appeared	No. of students passed	Total percentage
2011	Pass (1 st sem.)	31	04	12.90
2012	Pass (2 nd sem.)	27	07	25.92
	Pass (3 rd sem.)	16	01	6.25
2013	Pass (4 th sem.)	15	02	13.33
	Pass (5 th sem.)	13	03	21.43
2014	Pass (6 th sem.)	18	03	16.67

Overall University pass percentage at the time of declaration of result

Year	Course	B.A.	B.Sc.	B.Com.
2011	1 st Semester	11.33%	31.35%	22.45%
2012	2 nd Semester	13.33%	34.30%	36.30%
	3 rd Semester	16.16%	41.34%	35.91%
2013	4 th Semester	22.51%	46.15%	39.58%
	5 th Semester	26.05%	46.55%	58.20%
2014	6 th Semester	18.19%	34.45%	33.38%

2.6.3 How are the teaching, learning and assesment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

The teaching, learning and assessment strategies of the institution are structured with the help of its experienced faculties. The structure is based on the academic programme prescribed by the affiliating university and the goals and objectives of the institution. It has made arrangement for financial support to economically disadvantaged students by providing conveyance fare and house rent. The college fixes some eligibility criteria to have this facility available which include annual income of parents, distance of residence from the college, percentage of class attendance. This practice invariably makes higher education bearable to poor students. The assistance is provided under an UGC scheme granted on the basis of proposals submitted by the college to the UGC. Besides providing financial assistance the SC/ST/OBC and minority students are facilitated by holding remedial coaching classes to meet their shortcomings. The OBC and minority students also receive scholarships under specified Govt. fund. Apart from using Govt. schemes the college on its own initiative provides various facilities to its students to achieve the intended learning outcomes. Students are provided with internet and computer course (optional) to widen their IT knowledge. Career counseling programmes are arranged from time to time to acquaint them with prevailing job-market and to help them prepare their career with a definite aim. Study tour and other extra activities are arranged to develop their personality. All these strategies are structured to achieve the intended learning outcomes.

2.6.4 What are the measures / initiatives taken up by the institution to enhance the social and economic relevance (student placement, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?

The college has taken initiatives in introducing new social relevant short time courses in the form of certificate courses. Under this programme the college was able to introduce the following certificate courses-

1. Handicraft (Three months Duration)
2. Beautician (Three months Duration)
3. Mobile Repairing (Three months Duration)
4. Fishery and aqua culture (One year Duration)
5. Computer Courses
6. Functional English (One year Duration)

Of these six courses Handicraft, Beautician, computer courses and mobile repairing were conducted as self financing courses. The other two courses viz Fishery and aqua cultures and Functional English courses have been funded by UGC. Due to non-availability of necessary funds only Beautician and computer courses are being run at present and other self financing courses have to be dropped for the time being. The UGC sponsored courses viz Functional English and aquaculture will be started again if necessary fund is made available by the UGC once again.

2.6.5. How does the institution collect and analyse data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?

The institution collects data on student learning outcomes primarily on the basis of the results obtained in the internal evaluation as well as University examination conducted at the end of each semester. The Academic Monitoring Cell analyses the data thus collected and extends necessary guidance to the students who fail to complete the programme successfully to reappear and clear the examinations. The unsuccessful students are also assisted by arranging remedial coaching to overcome barriers of learning.

2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?

Systematic efforts are made by the institution to monitor and ensure the achievement of learning outcome. The students are exposed to academic activities such as tutorial classes, remedial coaching, unit test, inter departmental seminar. Besides they are encouraged to participate in debate competition, group discussion, study tour, and some other programmes specially meant for the downtrodden community. Lessons of discipline and community services are imparted through NCC and NSS activities throughout the session by arranging programmes on relevant occasions.

2.6.7. Does the institution and individual teachers use assessment / evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples. Any other relevant information regarding Teaching-Learning and evaluation which the college would like to include.

The institution use assessment / evaluation outcome as an indicator for evaluating student performance, achievement of learning objectives and planning. At the beginning of the session analysis of the assessment is done whereas strengths and weakness of the assessment are detailed and plan of action for the next session is prepared to achieve better success.

The AQAR submitted to the NAAC for the session 2011-12 in an example as to how the college prepares its Action Plan ahead of the coming of each academic session. The plan of action (academic) for the session 2012-13 prepared at the end of the session 2011-12 in AQAR submitted to the NAAC clearly demonstrates the initiatives of the institution in this regard.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

3.1.1 Does the institution have recognized research center / s of the affiliating University of any other agency / organization? No.

3.1.2 Does the institution have a research committee to monitor and address the issue of research? If so, what is its composition?

The college has a Research and Publication Cell under IQAC. The Cell encourages the faculties as well as the students to participate in workshop and Seminar and present research papers. Under the aegis of the cell the proceeding and the research articles of the National Seminar and National workshop organised by the college have been published in book form. Under the initiative of the cell recently a book (collections of poetry) written by a 4th Semester students have been published. The cell has also planned to publish a Research Journal of multi-disciplinary nature annually from the forth coming session.

3.1.3 What are the measure s taken by the institution to facilitate smooth progress and implementation of research schemes / projects?

- **autonomy to the principal investigator**
- **timely availability or release of resources**
- **adequate infrastructure and human resources**
- **time off, reduced teaching load, special leave etc. to teachers**
- **support in terms of technology and information needs**
- **Facilitate timely auditing and submission of utilization certificate to the funding authorities.**
- **any other**
 1. The Principal investigator of the minor research Project has the autonomy to select the topic of research and other relevant aspects of the projects.
 2. Funds are released at the earliest possibility to procure study materials and other necessary equipments.
 3. There is no provision for engaging human resources in case of Minor Research Project. The college however provides library and internet facility to the researcher.

4. Relaxation is given to the researchers in their class teaching load to carry on the research work smoothly. The Principal investigators are given special leave to attend seminar etc.

5. The teachers involved in research activities are allowed to use internet facility. They also avail of the UGC Resource Centre facility.

6. Immediately after completion of the projects proper auditing is done and audited utilisation certificates are submitted to the funding authorities within the stipulated time.

3.1.4. What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

The college library subscribes some research oriented journals for its students which help in developing scientific temper and research culture and aptitude among them. Students are also encouraged to attend seminars, workshops, awareness programmes, and symposium on diverse issues to develop aptitude & research culture. The IQAC arranges various programmes such as blood donation camp, cataract detections camp, Health check-up for women, blood grouping and awareness programmes on issues like earthquake, AIDS, pulse polio immunisation etc. which obviously develop scientific temper among the young learners.

3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual / collaborate research activity, etc.

The faculty members are constantly motivated to take up research work and the motivation has visibly yielded positive result. A number of Minor Research Project have been carried out and all the projects have already been completed. Besides, some of the faculty members are pursuing Ph. D. Two of the faculty members shared MRP as co-investigator and another one has submitted a proposal of a Major Research Project which has not yet been granted by the UGC.

Details of the Minor Research Project under taken by the faculty-

1. MRP

Sl. No	Name of the Principal Investigator and Department	Title of the Project	Name of the funding Agency	Grant Received	Date / year of submission
1	H. K. Nath Department of Economics	A study of problems and prospects of Micro and Small Enterprises of Assam with special reference to Cachar District	UGC	1.48 lakh	2012
2	Munim Ahmed Barbhuiya Department of Economics	Rural Development under Panchayati Raj Institution: A case Study in Cachar District of Assam	UGC	1.30 lakh	2014
3	Khaled Azam Mazumder Department of History	Impact of Swadeshi Movement in Barak Valley with special reference to modern Cachar	UGC		2012
4	Dr. Abdul Khalique Laskar Department of Persian	A Brief Survey Regarding the contribution to Islamic Scholarship During the Abbasid Period (750 - 1258 A.D)	UGC	1.50 lakh	2012

5	Bipul Pator Asstt. Prof. Deptt. of Political Science	A Brief Analysis Regarding the cultural crisis and changing identity of Tiwa Tribes of Assam with special reference to Morigaon District of Assam	UGC	1.05 lakh	2014
6	Jaidul Islam Mazumder Department of Commerce	A study of Brick Industry in Borkhola Development Block	UGC	1.35 lakh	2009

The college received a grant of Rs. 112000.00 During 2009-10 for holding a seminar on “Panchayati Raj Institution and democratic Decentralisation. Another grant worth Rs. 82000.00 was received by the college to conduct a workshop on Introduction of Semester System in Undergraduate Colleges of Assam and the papers presented in both the seminar and workshop have been published in book forms by the research and publication Cell of the college. Faculties are also actively involved in presenting research papers in the seminars / workshops organised by various universities and colleges from time to time. One of the faculties has got his paper published in a national journal.

3.1.6. Give details of workshops / training programmes / sensitization programmes conducted / organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

The college has organised one National Seminar and one National Workshop sponsored by the UGC after it got accredited by NAAC in 2004. These are as follows –

1. Panchayati Raj Institutions: Democratic Decentratisation and Rural Development. Organised by the Department of Social Sciences, M. C. D. College, Sonai in Sept. 2010.

2. Introduction of Semester system in undergraduate colleges of Assam organised by IQAC , Madhab Chandra Das College, Sonai on 5th and 6th March/2011.

3.1.7 Provide details of prioritised research areas and the expertise available with the institution.

Nil

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

Guest lectures are arranged by the institution from time to time by inviting eminent persons in their respective fields to have interaction with teachers and students. The college has successfully conducted two national level seminar and workshop which were attended by prominent researchers from the universities and other institutions of higher education. During the programme the faculties and students have directly interacted with them and in the process they enriched their knowledge level. Besides, on many other occasions guest speakers are invited to deliver speech on selected topic and interact with teachers and students alike on diverse issues.

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

Nil

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness / advocating / transfer of relative finding of research of the institution and elsewhere to students and community (lab to land)

The institution encourages the faculties to publish their MRP in book form to create awareness of effective findings of their research elsewhere to student and community. One of the faculties has published his Ph.D thesis in book form recently. The faculty members are also encouraged to publish their MRPs which are still lying unpublished.

3.2 Resource Mobilization for Research

3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

There is no provision for utilities of any part of the fund allocated by the Govt. for any other purpose other than infrastructure development.

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

No.

3.2.3 What are the financial provisions made available to support student research projects by students?

There is no financial provision to support student research project. However to encourage the students to undertake creative writings recently a book written by a student of 4th Semester has been published by the Research and publication Cell of the college.

3.2.4 How does the various departments / units / staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challengers faced in organizing interdisciplinary research:-

Nil

3.3 Research Facilities

3.3.1 What are the research facilities available to the students and research scholars within the campus?

The college library equipped with books and research-oriented journals provides supporting materials for research. Internet facility is also available in the library which is used by the faculty in collecting research information. The UGC Resource Centre established in 2011 also provides assistance to faculties conducting research projects or pursuing Ph.D. The central Library through its broadband facility enables the researchers to download required research materials via INFLIBNET and other online membership. Besides, the library subscribes to a good number of research oriented print and e-journals to facilitate the research scholar.

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researches especially in the new and emerging areas of research?

The college has updated its infrastructure in terms of technology by providing with WiFi enabled campus which facilitates the researchers to go online anytime as per their convenience. The research and Publication Cell is planning to publish an interdisciplinary Research journal annually to encourage research activities. The central library provides internet facility to research activities. The central library provides internet facility to its user which helps the faculties in searching emerging areas of research.

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If 'yes' what are the instruments / facilities created during the last four years.

No, the institution has received no special grant or finance from the industry or other beneficiary agency for developing research facilities.

3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?

The college has very recently taken initiatives to enhance research facilities to be made available to the students and research scholars outside the campus and other research laboratories. The researchers have now access to ten thousand e-resources (e-journals and e-books) through institutional username and password as off-campus facility. Besides, the library is planning to develop inter library loan facility with all the libraries of Barak Valley which will help the students and researchers to avail services of libraries other than the college library.

3.3.5 Provide details on the library / information resource center or any other facilities available specifically for the researchers?

Details in 3.3.1 and 3.3.4

3.3.6 What are the collaborative research facilities developed / created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.

The college with the existing undergraduate level of study does not have research institutes of its own. Hence any collaborative research is not tenable at present.

3.4 Research Publication and Awards

3.4.1 Highlight the major research achievements of the staff and students in terms of

- * **Patents obtained and filed (process and product)**
- * **Original research contributing to product improvement**
- * **Research studies or surveys benefiting the community or improving the services**
- * **Research inputs contributing to new initiatives and social development**

The faculty members could only extend benefit to the community only through MRP funded by UGC as the college does not have the autonomy to conduct independent research. One such MRP was conducted on the Brick Industry labourers which directly highlighted the situation of the labourers of local brick Industry. The data collected during the field survey could be used for upliftment of socio-economic and educational condition of the labourers engaged in these sort of industries.

3.4.2 Does the institute publish or partner in publication of research journal (s)? If ‘yes’ indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

The research and publication Cell of the college compiled and published the research articles presented by the participants in the National seminar on Panchayati Raj Institution and Democratic Decentralisation and The National workshop on the Introduction of Semester System in Undergraduate Colleges of Assam organised by the institution on 25th & 26th Sept. 2010 and 5th and 6th March 2011 respectively.

3.4.3 Give details of publications by the faculty and students:

- * **Publication per faculty**
- * **Number of papers published by faculty and students in peer reviewed journals (national / international)**
- * **Number of publications listed in International Database (for Eg. Web of Science, Scopus, Humanities International complete, Dare Database- International Social Sciences Directory, EBSCO host, etc.)**
- * **Monographs**
- * **Chapter in Books**
- * **Books Edited**
- ***Books with ISBN / ISSN numbers with details of publishers**

Dr. Abdul Matin Laskar
Asstt. Professor. Dept. of Bengali
Books Edited

Sl. No.	Name of Books	Publisher	Year	ISBN
1	Sayed Waliullar Kotha sahitya:Sattar binirman o shipirup	Education Forum, Calcutta-9	Dec. 2010	81-87657-95-2
2	Mrito manusher michil	Natun Diganta Prokashani, Silchar	2012	978-81-920947

Sabir Ahmed Chowdhury

Associate Prof., Deptt. of English
Book edited

Sl. No.	Name of Book	Publisher	Year	ISBN
1	Alok Rashmi	Research and publication cell, M.C.D College	Dec./2014	978-93-8265-114

Sabir Ahmed Chowdhury
Associate Prof., Deptt. of English
Chapter Published in Edited Book

Sl. No.	Title	Publisher	Year	ISBN
1	Words worth: The poet of nature and lover of humanity	Research and publication cell, M.C.D College	2015	978-93-82965-114

Dr. Abdul Matin Laskar
Asstt. Prof., Deptt. Bengali
Chapter published in edited books/journal

Sl. no.	Title	Name of books/journal	Published & date	Year	ISBN
1	Lal Shalu, Dharma Ouponibeshi kota	Ebong mushaa yeara. Kolkata	Edited Book Published	2003	5319 3/94
2	Keno Rabindra Nath?	Rabindra Diganta Silchar	Edited Book Editor Mita Das Purakayastha	2011	978-81-9209 47-1-7
3	Women & Human development: A Study from Gender Prospective	Annual Journal of women's college Silchar	Research & publication Cell, Women's College, Silchar	2012	0975 - 3338
4	Swapna Pori	Masik Diganta	Natun Diganta Prakashini	2013	0976 6081
5	Kado nodi	Aikya Patrika	Ed. By Gouri		

	kado: ChetonarBoh uswar	Kolkata	Shankar Sarkar, West Bengal		
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Dr. Abdul Matin Laskar
Asstt. Prof., Deptt. Bengali
Books Edited (Joint Editor)

Sl. No.	Name of Book	Publisher	Year	ISBN
1	Alok Rakshmi Volume-1	Research and publication cell, M.C.D College	Dec./2014	978-93- 8265-114

Mansur Ahmed Barbhuiya
Asstt. Professor. Dept. of Bengali
Chapter published in edited books

Sl. no.	Title	Name of books/journal	Published & date	Year	ISBN
1	“Surja Digi Badir” Nari Charitra Bader Alookay	Bangla Sahitye Musolmaner Obodan	Swapna, April, 2013	2012	0976-9676 09769676

Dr. Abdul Khalique Laskar
Asstt. Professor. Dept. of Persian
Chapter published in edited books

Sl. no.	Title	Name of books/journal	Published & date	Year	ISBN
1	Impact of Persian language and literature to the development of Sufism	A glimpse of oriental studies	ARSHI PROKASHINI, SILCHAR	2012	978-81- 909619- 5-0

Manju Bhattacharjee
Associate Professor. Dept. of Bengali
Chapter published in edited book

Sl. no.	Title	Name of books/journal	Published & date	Year	ISSN
1	Amar Anuvhava Gitanjali	Selected Articles	G.C. College	2014	NIL

Munim Ahmed Barbhuiya
Asstt. Professor. Dept. of Economics
Chapter published in edited book

Sl. no.	Title	Name of books/journal	Published & date	Year	ISBN
1	Implementation of Mahatma Gandhi National Rural Employment Gurantee Act (MGNREGA) -- ----- success and challenges.	Research Articles of National Seminar	M.C. Das College, Sonai	2014	978-81-924027-1-8

Nabendu Banik
Asstt. Professor. Dept. of Commerce
Chapter Published in Edited Book

Sl. no.	Title	Name of books/journal	Published & date	Year	ISBN
1	Efficiency of Semester System at under graduate level	Proceedings of National Work shop	M.C. Das College	2014	978-81-920949-0-9
2	Changing Scenario in Academic pursuit and Audit	Higher Education in India challenges & Future Direction	USTM Centre for publication	2015	81-87800-01-1
3	How to become an Entrepreneur? Strategies and key issues	Entrepreneurship & small business in North East India	Global Publishing House	2014	978-93-81563-08-03

Jaidul Islam Mazumder
Asstt. Professor. Dept. of Commerce
Article Published

Sl. no.	Title	Name of books/journal	Published & date	Year	ISBN
1	Role of PRI's and Social Audit in implementing Rural Employment scheme	Panchayati Raj Institutions in India: Democratic Demonstration and Rural Development. A collection of article	M.C. Das College, Sonai	2014	978-81-920949-0-9

Mumtaz Mazumder
Asstt. Professor. Dept. of English(Non-sanctioned)
Article Published

Sl. no.	Title	Name of books/journal	Published & date	Year	ISBN
1	Muslim Women Amidst Decentralization & Rural Development in India	Selected Articles of National Seminar	M.C. Das College, Sonai	2014	978-81-924027-1-8
2	Institution of Semester System in under Graduate college of Assam	Proceeding of National Seminar	M.C. Das College, Sonai	2014	978-81-920949-0-9

Khaled Azam Mazumder
Asstt. Professor. Dept. of History
Chapter Published in Edited Books

Sl. no.	Title	Name of books/journal	Published & date	Year	ISBN
1	Division of the country : Division of Society	Research articles of National Seminar	Department of History Chandmal Tarachand Bora College, Shirar, Maharastra	2014	978-41-5225

2	The origin of Diveela and kotch or cootch	Research articles of National Seminar	Gita nagar Research forum, Gitanagar Girls College, Gwahati	2014	NIL
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Mumtaz Mazumder
Asstt. Professor. Deptt. of English(Non-sanctioned)
Chapter Published in Edited Books

Sl. no.	Title	Name of books/journal	Published	Year	ISBN
1	About Travelling	<i>Grin Germany</i>	International Book	2013	978-3-656-43011-7
2	The Readers-ciphered Gaps in the social life of an Igbo Women	<i>Grin Germany</i>	International Book	2012	978-3-656-30146-2
3	First Renaissance in Muslim Arab Spanish Cordoba / Khurtuba	<i>Grin Germany</i>	International Book	2012	978-3-656-37428-2
4	Discussion about Efuru by Flora Nwapa	<i>Grin Germany</i>	International Book	2011	978-3-640-99826-5
5	A review of the novel The Inheritance of Loss by Kiran Desai	<i>Grin Germany</i>	E-book	2011	978-3-640-98181-6
6	Agro Industries in India	<i>Grin Germany</i>	E-book	2011	978-3-640-99423-6
7	Folk Tales From India	<i>Grin Germany</i>	E-book	2011	978-3-640-98971-3
8	Muslim Women Amidst Decentralization & Rural Development in India	<i>A Collevtion of Articles</i>	Research Publication Cell, M.C.Das. College.	2011	978-81-924027-1-8
9	New Sisters of Faith-Sulking in Isolation	<i>Grin Germany</i>	E-book	2012	

Parimal Chandra Das
Asstt. Professor. Dept. of Philosophy
Chapter Published in Edited Book

Sl. no.	Title	Name of books/journal	Published	Year	ISBN
1	Problems & Prospects of Semester System in the Global Respective	Proceeding of the National Workshop	Research and Publication Cell M.C.D College	2015	978-81-920949-0-9

Dr. Bimal Sinha
Asstt. Professor. Dept. of Commerce
Chapter Published in Edited Book

Sl. no.	Title	Name of books/journal	Published	Year	ISBN
1	Water Resource Potential of Pakoi Beal, Cachar, Assam	Sustainable Development of Water Resource in North East India	Akansha Publsihi ng House	2011	978-81-8370-272-0
2	Applications of Total Quality Management in Rubber Plantation Industry as a Small Business of Barak Valley	Entrepreneursh ip in Small Business Management in North East India	Global Publsihi ng House	2012	ISBN-978-93-81563-08-3
3	Usage of Electronic Resources Available Under UGC—INFONET Digital Library Consortium by Assam University Library users	International CALIBER	Goa Universit y	2011	978-93-81-232-00-2

Mangala Laisram
Asstt. Professor. Dept. of Manipuri
Chapter Published in Edited Book

Sl. no.	Title	Name of books/jou rnal	Year	ISSN	
1	Madhabida Conceptual Metaphor	ICHEM MA	2011	2394-7101	
	Madhabi Metaphoric Metonymic	Upanyasta amaseng	Leikol	2014	2321-0788

Nabendu Banik
Asstt. Professor. Dept. of Commerce
Chapter Published in Edited Book

Sl. no.	Title	Name of books & publisher	Year	ISBN
1	Higher Education In India : Challenges & Future direction	USTM	2015	81-87800-01-1
	How to became an Entrepreneur? Strategies and key issues	“Entrepreneurship and Small Business Management in North East India” Global Publishing House	-	978-93-81563-08-3

Nabendu Banik
Asstt. Professor. Dept. of Commerce
Chapter Published in Journal

Sl. no.	Title	Name of Journal	Year	ISSN
1	Corporate Social Responsibility as a means of Women Empowerment	Annual Journal of Women’s College. Research & Publication Cell Women’s College	2012	0975-3338

Dr. Bimal Sinha
Asstt. Professor. Dept. of Commerce
Articles in Edited Book

Sl. no.	Title	Name of books & publisher	Year	ISBN
1	Water Resource Potential of the Pakoi Beel, Cachar, Assam	Sustainable Development of Water Resources in North East India. Akansha Publishing House New Delhi	2011	978-81-8370
2	Application of Total Quality Management in Rubber Plantation Industry as a Small Business in Barak Valley	“Entrepreneurship and Small Business Management in North East India” Global Publishing House	2012	978-93-81563-08-3

3.4.4 Provides details (if any) of

- * research awards received by the faculty
- * recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally.

- * **incentives given to faculty for receiving state, national and international recognitions for research contributions.**

3.5 Consultancy-

Nil

3.5.1. Give details of the systems and strategies for establishing institute-industry interface?

The college is still not in a position to provide consultancy. However, the college has developed institutional interface with two local industries namely Moniarkhal Tea Estate and Barak Valley Golden Fibre Jute Park which is specially meant for the students of Science and Commerce Streams considering their venture states as the college being a provincialised one cannot execute any institution interface without prior permission from the appropriate authority. Science and commerce streams being self finance course are beyond the purview of this official obligation.

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

The college through the career Counseling Cell provides guidance and Counseling regarding job opportunities both in private and public sectors by organising programmes where experts from relevant departments deliver informative lectures. Some of the programmes organised by the Career Counselling Cell are detailed below:

Sl. No.	Date	Title of the Programme	Collaborate Deptt./NGO if any	Resource Persons/Guest Speaker with Designation
1	28-12-2013	Career in Television	-	Sri Subrata Das Programme Executive, Tripura Doordarshan
2	05-06-2014	Career Counselling Camp	Assam University SC/ST Employees welfare Association, Assam University, Silchar	Dr. Prodipto Das, Asstt. Professor, AUS
3	10-02-2012	Entrepreneurship Development	Naba Prayash, Sonai	Director, NABARD

3.5.3. How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

Being a Govt. aided provincialised college as stated earlier the college does not provide direct consultancy services.

3.5.4. List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years

Since the college is not in a position to offer professional consultancy services, no revenue is generated from each service.

3.5.5. What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

Since no income is generated through consultancy the question of sharing the income does not arise.

3.6 Extension Activities and institutional Social responsibility (ISR)

3.6.1 How does the institution promote institution-neighborhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

True education is the result of a co-operative bond among the teachers, students, guardians and the common people of the base area. This ideal of education enshrined in the philosophy of great educationists was one of the guiding spirits of the founding fathers which is being fostered by the students and the faculty members who constitute a fine balance of youth and experience through various activities conducted under the banner of Extension Education Centre. The centre takes initiative to promote institution neighbourhood-community network and student engagement contributing to good citizenship, service orientation and holistic development of students. In fact Extension Education Centre of the college has been liaising between the institution and the community especially those of the neighborhood in letter and spirit. Some of the activities of the extension Education Centre involving teachers students and community are mentioned bellow-

* A district level debate on child labour was organised on 10/01/2000, which was attended by the inspector of schools, Cachar. A large number of participants from various schools and senior Secondary schools participated in the debate. People from all walks of life attended and enjoyed the debate which helped them understand the exploitation of children by the society till date.

* A nine-day training programme for SHG was conducted in collaboration with Nabaprayas, a leading NGO of the area. 50 Nos of men and woman belonging to various SHG participated in the programme. The programme was attended by DDM, NABARD, Silchar, BDO, Sonai

Development Block, Prof Hritika Rajendran, Social work department, Assam University, Silchar and Director, Janashiksan, Silchar as resource persons.

* Free blood Grouping camp was organised at Bonterapur under Sundari G.P of Sonai Development Block on 18/12/2013. Blood grouping camps were also arranged at Hatikhal on 15/01/2012 and at Berabak of Chandrapur G.P under Sonai Development Block on 18/01/2012.

* Dental check-up programme on 15/03/2015 at M. C. D College, Sonai.

* Legal awareness camp was organised on 17/11/2014 which was attended by the Secretary, District Legal Services Authority and Mrs Bitika Acharjee, one of the eminent lawyers of Silchar Bar Association. A legal Aid Clinic was also established in the college on the same date which has been extending legal assistance to the underprivileged people. The legal Aid Clinic works under the supervision the district legal services authority.

* Awareness programme on natural calamities was organised with the assistance from District Disaster Management. Prof Partha Pratim Bhattacharjee, G.C. College, (Deptt. of Physics) delivered speech on the precautionary steps to be followed before and during earth quake.

* Institute- community-neighbourhood cordination becomes distinctly evident on the days of annual Milad Mehfil, Swaraswati Puja, Viswakarma Puja, Independence Day, and Republic Day, Annual Cultural week & Martyr's Day. All these occasions are celebrated amidst enthusiastic participation from the neighboring community.

3.6.2 What is the institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?

The students' involvement in various social movement and activities are encouraged by forming various committees taking representatives from among the students by election / selection. These committees organise various co-curricular, extra-curricular and cultural programmes. These activities naturally promote citizenship role. The students also play vital role in all the activities conducted by the Extension Education Centre of the college. The centre cannot execute any programme successfully without the active co-operation and involvement of the young learners.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

The IQAC of the institution in its meetings invites suggestion from all the stakeholders on the overall performance and quality of the institution and the suggestions are forwarded to the management for needful action. The Academic Monitoring cell solicits the perception of the students and guardians through the Feedback method. The suggestion of the students and guardians

thus obtained are given due weightage and are implemented as far as practicable.

3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

The institution plans and organizes its extension and outreach programmes through the extension Education Centre under IQAC. The Centre headed by a convenor and 03 (three) faculty members submits a detailed programmes and approximate budget proposal to the IQAC for its approval. The IQAC on receipt of the proposal considers its importance and seeks necessary budget from the management. On receipt of the consent for providing required amount for conducting the programme in question the Extension Centre go ahead to arrange / conduct the programme as per schedule. However there is no fixed budgetary provision for such activities. But the Management is always helpful in providing budget from any source under its disposal. During the last academic session Rs. 26,000.00 has been provided from the college fund for conducting several number of outreach programmes under the banner of extension Education Centre.

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National / International agencies?

The Extension Education Centre conducts all its activities with the active and enthusiastic involvement of the students. It must be confessed that the success of any outreach programme mainly depends upon the agile involvement of the young learners in conducting the programme. The college has active NSS and NCC units having good number of cadres and volunteers. The NSS unit has to function in accordance with the guide line of the NSS unit of the affiliating Assam University. However the budget allocation from the University for the college unit is too merge to conduct any big programme. During the session 2013-14 a small amount of Rs. 44,500.00 was allocated for the college unit which was utilised as per guideline. The NSS programme officer has attended orientation course conducted by the University recently and the unit has also received a small amount once again to continue its service.

The NCC unit of the college which was introduced in last year has evoked great response from the students. It has got as much as 40 numbers of cadets. The student cadets regularly take part in march past and other regular training. However the main activities of the NCC unit are guided mainly by the Parent body at Silchar. But the cadets play a great role in maintaining discipline during the time of any co-curricular or extra-curricular activities organised by the extension Education Centre inside or outside the college campus.

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the College to ensure social justice and empower students from under-privileged and vulnerable sections of society?

The college has not under taken any research, social survey or extension work to ensure social justice and empower students from under privileged and vulnerable section of the society. However, some of the MRPs undertaken by the faculty members highlight on these very aspects. Two of such MRP having details of social survey are mentioned bellow:

1. Study of Brick Industries in Barkhola Development Block.
2. A study of Problems and Prospects of Micro and Small Enterprise of Assam with special reference to Cachar District.

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students academic learning experience and specify the values and skills inculcated.

The college makes every possible effort to build the allround personality of students. Only traditional class-room teaching cannot ensure such development and herein lies the significance of the students' involvement in extension activities. Through their involvement in co-curricular and extracurricular activities the students gradually realise that college is not just a centre for intellectual pursuit but also a place that provides them nourishment towards becoming a full-fledged human being.. They are also made to realise that the basic philosophy of the institution rests upon the concept of holistic education. Through the extension activities they emerge as diligent, dutiful, sensible and responsible citizens of the society. They become intensely aware of the civic responsibility and duties that the society expects from their educated selves.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

The extension programmes of the college are made available to the community through various programmes organised from time to time under the aegis of the Extension Education Centre. The participation of different stakeholders in the community development programmes has become a proven fact. Some of the community development programmes are noted below :

* National integration day (the birth anniversary of Sardar Vallab Bhai Patel) was celebrated as Rastriya Ekta Diwas with active participation of the local people.

* Legal awareness programme was organised in the college in collaboration with the District Legal Services Authority which was attended by a Judicial officer and prominent lawyers who spoke at length as to how free legal aid could be availed by the economically and socially disadvantaged people.. On the same date a legal Aid Clinic was also set up at the college to provide legal assistance to the down trodden community.

* With a view to providing health service to the people in general and the under privileged in particular Health Care and Sanitation cell of the college organised the following programmes which received great response from the mass people.

* The Health Care Cell organised Blood Group detection camp at the following places and large number of villagers of varying age group availed the facility.

1. At Berabak Chandpur G.P under Sonai Dev. Block on 18/01/2012.
2. At Swadhin Bazar of Swadin Bazar G.P under Sonai Development Block on 10/02/2012.
3. At Hatikhal of Sundari G.P under Sonai Development Block 12/10/2012.
4. At M. C. Das College on 10/10/2009, 10/10/2012 and 13/02/2015.

* Blood donation camp organised at the college in collaboration with Silchar Medical College on 15/08/2011. 30 Nos. of students, both male and female volunteered to donate blood to the Blood Bank of Silchar Medical College Hospital.

* Cataract detection camp was organised at the college where the persons were detected to have cataract. 04/03/2006. 28 No of persons were detected for operation and they were subsequently operated upon free of cost. The programme was organised in co-operation with Lions' Eye Hospital, Silchar.

* Diabetes screening camp was organised at Hatikhal under Sonai Development Block on 12/10/2012 where a good numbers of people were found to have diabetes in the advanced stage.

* The Health Care Cell extended great help in the Pulse Polio Immunisation programme conducted by the PHC, Sonai at the college on 10/03/2006.

* Free Medical camp for women was organised at college by the women cell in co-ordination with the Health Care Cell on 24/02/ 2015 Dr Bijay Laxmi Das Choudhury, Joint Director of Health and family welfare, Cachar, Silchar examined forty women and prescribed medicines.

* The Red Ribbon Club also organised awareness camp on Blood donation in collaboration with a voluntary Blood Donors Forum of Silchar.

* Health check-up camp at Nutan Ramnagar G.P. office on 10/10/2011.

* Dental check-up programme was organised at college on 15/03/2015.

* Blood Group Diagnosis at M. C. D. College, Sonai on 26.02/2015.

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

The extension Education Centre has forged constructive relationships with some NGOs and institutions of the locality for working on various outreach and extension activities. It has developed relationship with the local PHC, Lions Club, Silchar, Barak Valley voluntary Blood Donors Forum, Lions Eye Hospital and Naba Prayas, a leading NGO of the area. These institutions and the NGOs have extended their helping hand, whenever they have been requested for providing their assistance in conducting a particular health related programme. The local leading NGO having its branches and SHGs all over the Sonai Assembly Constituency has developed a very keen relation with the Extension Education Centre of the college. Some of the faculty members happen to be the advisors of the said NGO. A huge number of collaborative community development programme have been organised by the Centre and the NGO at different time inside and outside the college campus.

3.6.10 Give details of awards received by the institution for extension activities and / contributions to the social / community development during the last four years.

3.7 Collaboration

Nil

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry of research activities. Cite examples and benefits accrued of the initiatives-collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

The College, in fact is not in a position to develop collaboration with any industry in the practical sense of the term. However the two Executive Heads of two renowned industry of Barak Valley namely Moniarkhal Tea Estate and Assam Golden Fibre Jute Park under Narsingpur Development Block happen to be the members of the IQAC of the college. In the last meeting of the IQAC Mr. S. Deb Roy, Manager, Moniarkhal Tea Estate and Mr. Sahir Javed Mazumder, MD., Assam Golden Fibre Jute Park has graciously declared their commitment to allow our students to visit their industries so as to enable them to get acquainted with various local industrial

produce, system of production, human resource required for running such industry, job opportunities in the industries and so on. The proposed relation will be of immense benefit to our students in general and the students of Science and Commerce stream in particular.

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitates effective teaching and learning?

Creation and enhancement of infrastructural facilities is considered to be the basic requirement for effective teaching and learning. This is done with the help of UGC assistance and the grant made available from the state Govt. Our infrastructure at present includes well furnished class room / halls, nine departmental chambers, well equipped Principal's chamber, a rich library with attached reading room, day-care centre, UGC resource network centre, a spacious meeting hall, IQAC room, women's Hostel, one smart class. There are three laboratories for the department of Physics, Chemistry and Zoology all of which are equipped with necessary instruments, equipments. Since Science stream is not a full-fledged one the infrastructure that has been made available is under the initiative of the college on its own humble capacity. However the college has been in receipt of fund from the UGC for purchase of laboratory equipments for science stream and the management has made good use of the grant received so far.

The college received a huge amount for construction of an indoor-sports building. Accordingly a huge three-storey building has been constructed. However the ground and first floor of the newly constructed building is used as conference Hall and class room respectively due to non availability of sufficient sports-material for the time being. The entire building would be used for the purpose it was built after the procurement of adequate sports items in the near future. In this age of tremendous scientific advancement the presence of modernisation and IT is deemed a must everywhere and almost in every field. To cope with this need of the hour the management has been making every possible effort to provide the students with maximum possible latest educational amenities.

The college is now in possession of many technological support and electronic assets such as computers, digital podium, projectors, smart board, smart class, high power generator, Wi-Fi enabled campus, internet, C.C camera, LCD TV, water cooler, refrigerator, water purifier, reprography- all these facilities are solely meant for making the teaching-learning process more effective and more scientific. They may be treated as sure and lucrative sources to keep the teachers and the students abreast of the application of technology in the present day teaching-learning process.

The college library, the indispensable ingredient of effective teaching-learning has been shifted to a newly constructed Assam-type building. The fund for its construction came from the State Government. The new building with attached reading room is considerably spacious and hygienic. The library provides reprography facility to the students and staff during its working hours. There is a moderately rich and well furnished canteen where fast food and other dry food and various light refreshment items are made available to the students, teachers and others at a comparatively cheap price.

In compliance with the decision of the state Govt. regarding conversion of a few existing degree colleges to Model Degree college detailed Project Report has been submitted by the college authority for conversion of M. C. D. college into a model degree college which if receive sanction will be an outstanding achievement of the college in terms of infrastructure.

The management has always shown keen interest in making the infrastructure conducive to effective teaching-learning process. A class room with uninterrupted power supply and comfortable seating accommodation would provide additional strength to the students and encouragement to the teachers to deliver the best. To ensure this two high power generators have been installed in the college campus to provide power back-up in addition to a good number of inverters installed at various locations for the same purpose.

A water cooler of considerable capacity has been provided to facilitate the students to get cold, pure drinking water. To ensure the optimal utilization of the existing class room/ classes of self financing courses such as beautician, Handicraft and other co-curricular and extracurricular activities are taken besides conducting regular classes.

4.1.2 Detail the facilities available for

a) Curricular and co-curricular activities- classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.

b) Extra-curricular activities -sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, public speaking, communication skills development, yoga, health and hygiene etc.

The college has well furnished classroom with necessary furniture. As stated earlier that to cope with the increasing trend of application of technology in teaching-learning process management has taken keen interest in providing technological support as far as practicable. There are teaching aids like projector, smart board, computers, digital podium which has contributed to a great extent towards imparting quality teaching. In this age of tremendous scientific advancement the presence of modernisation is felt everywhere and almost in every field. The college library of M. C. Das College is no exception in this field. The library has introduced Online Public Access Catalogue (OPAC) facility for the users from the current session. This

would provide the students with scope to search the books available in library. The students as such, would be fully in the know of all the books that are there on any particular subject. Consequently he or she would not have to groan in the darkness for the book or books that the needed. A student is thus getting a free access to internet service in the library premises. The teachers and the students avail reprography facility inside the library any time during the college hours.

The college has a spacious lecture hall where seminar, symposium and other curricular and co-curricular programme are arranged.

The college does not have any botanical garden or Animal house.

M. C. Das College is the lone rural college in Barak Valley to have all the three streams of study viz Arts, Science and commerce in its fold although science and commerce stream are still in the permitted stage with teachers serving against non-sanctioned post in both the streams. Notwithstanding its venture position Science stream have necessary laboratories for conducting practical classes. Department of Chemistry, Physics and Zoology have laboratories having minimum practical amenities.

Special facilities and equipment for teaching learning and research include projector, smart board, digital podium, CCD T.V and many other equipments available in the Science laboratory including microscope, Spectrometer, Diode valve characteristic, Semi conductor Diode characteristics, Transistor characteristics, Waret Bath (Double walled) etc.

b) The college is very well known for its sports activities. The college team won champion's trophy in the inter college cricket tournament organised by Assam University, Silchar. The team also won Runners up Trophy in the tournament organised by N. C. College, Badarpur. Some of its students are having state level ranking in the events like Chess. The students Union celebrate annual sports week and youth festival every year when the entire college assumes a festival look and various events like cricket, Volley ball, foot ball, badminton are conducted amidst boundless warmth and enthusiasm Studentst also participate in the indoor games like carrom, chess, Chinese cheeker etc. It is worth mentioning here that one of the students won champion's trophy in the State level Chess competition.

The NCC unit is very active in the college although it was introduced only two years back. The NCC cadets play active role in the programmes like blood grouping camp, medical camp and other awareness programmes organised by various cells under IQAC. The CTO of the college NCC unit has gone to Bombay where he has been attending 3 months training programme. On his return after the completion of the long three months training the NCC activities are expected to get renewed strength in the college.

The NSS unit of the college headed by a well trained and qualified programme officer is also very active in rendering service to the institution and its various stake holders in different capacities. At present the NSS unit

has 40 registered student volunteers and all are very prompt in providing service to the community by their sincere participation in various programmes organised by various cells under IQAC Recently the birth anniversary of Sardar Vallab Bhai Patel was observed in the college under the aegis of the college NSS as Rastriya Ekta Diwas (National unity Day). A cleanliness drive as a part of the Prime Minister's 'Clean India' programme was also conducted on the same date.

The college has set up a Health and Hygiene Cell under IQAC which provides first aids during any emergency and arranges awareness programmes on AIDS, Polio, Blood donation, diabetes, cataract etc. for the students and the local villagers.

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed / augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution / campus and indicate the existing physical infrastructure and the future planned expansions if any).

During the last four years the college has expanded its infrastructure facilities by constructing new library building, three-storey sports building, nine departmental chambers (cabins) and UGC resource network centre. All these constructions are in tune with its academic growth. The college ensures the optimal utilisation of the infrastructure by using the same room / hall in multiple ways.

Details of facilities developed / augmented and the amount spent during the last four years-

SESSION -2010-2011

Sl. No.	Particulars	UGC Fund	College Fund
1	<u>Building and Construction</u>	-	7,06,456.00
	A. Building		(State Govt.)
	B. Security Guard Shed	-	13,000.00
2	<u>Furniture</u>	-	38,300.00
	Desk and benches & Tables		
	Steel Almirah	-	10,442.00
	Notice Board	-	2000.00
	Repairing of Furniture	-	4850.00
3	<u>Equipments</u>	64000.00	-
	Personal Computers	(capacity)	
	Personal Computer, HP LaserJet Printer, UPS	1,15,000.00	-
		(Backward)	
	Personal Computers, Software	2,25,000.00	-
		(NRC)	
	10 KVA Silent Genset	2,85,339.00	-

		(Remedial Coaching)	
	Personal Computer(Branded)	85,500.00 (NRC)	-
	Internet Bill	3,144.00 (NRC)	-
4	<u>Students Welfare</u>	99,931.00 (Backward)	38,000.00
	Library-Books & Journals	10,000.00 (Capacity)	-
	Library-Books & Journals	1,99,627.00 (Remedial)	-
	Website	-	5,750.00
	Sports	-	25,000.00
	Social Week & Fresher	-	22,500.00
	Filter	-	4,150.00
	Electric Materials	-	32,312.00
	Magazine	-	75,458.00 (State Govt.)
	Annual Students' Festival	-	38,000.00

SESSION -2011-2012

Sl. No.	Particulars	UGC Fund	College Fund
1	<u>Building and Construction</u>	4,66,000.00	4,01,200.00(State Govt.)
	A. Building	32,43,000.00(Sports Infrastructure)	54,400.00
	B. Earth Filling		
	C. Repairing & Maintenance		17,460.00
	(i) Painting		
2	<u>Furniture</u>		55,250.00
	Table for Sc. Lab.		
	Chairs		15,100.00
	Notice Board		4,006.00
3	<u>Equipments</u>	58,500.00(Additional)	
	LCD Projector		
	Kirloskar make 25 KVA DG Set	4,06,500.00(Additional)	
	Laptop	85,080.00(Backward)	
	Laptop	26,800.00(Capacity)	
	Server	55,000.00(Capacity)	
	UPS	6000.00(Capacity)	
	Accessories for networking	40,139.00(NRC)	

	External Hard Disk	4500.00	
	Maintenance of Equipments		13,500.00
	Installation of DG Set		31,500.00
4	<u>Students Welfare</u>	1940.00(Capacity)	96,000.00
	Library-Books & Journals & Other Expenses		
	Library-Books & Journals & Other Expenses		
	Sports		26,000.00
	Social Week & Fresher		18,000.00
	Website		1,350.00
	Students' Festival		37,000.00
	Water Pump		3,530.00
	Punching Machine		34,200.00

SESSION -2012-2013

Sl. No.	Particulars	UGC Fund	College Fund
1	<u>Building and Construction</u>	27,09,724.00(Sports infrastructure)	4,65,000.00(State Govt.)
	A. Building	3,49,000.00(Construction/Renovation)	5,50,000.00(State Govt.)
		4,45,960.00(Backward)	7,50,000.00(State Govt.)
		77,000.00(Capacity)	7,50,000.00(State Govt.)
	B. Earth Filling		40,000.00
	C. Principal's Room decorate		25,147.00
			1,24,000.00
			2,750.00
2	<u>Furniture</u>		
	Desk & Benches		
	Furniture Repair		
3	<u>Equipments</u>	67,000.00(Additional)	
	Inverter Microtek		
	Microtek UPS, Microtek Inverter	33,700.00(Additional)	
	Canon Powershot	9,995.00(Additional)	
	Cool Pix + Cool Pix 2 nos.	9,950.00(Additional) + 23,950.00	
	Lab. Equipments	1,85,879.00	
	LCD TV 5 nos.	2,74,500.00	

	Godrej Refrigerator	31,552.00	
	Voltas Water Cooler	55,500.00	
	UPS	31,500.00	
	Laserjet Printer	31,200.00	
	All in one printer	3,900.00	
	Desktop Computer Set	6,88,800.00	
	White Board	1,28,000.00	
	Stand for white Board	16,000.00	
	Installations, Transportation	1,37,750.00(Additional)	
	Apple I Pad 3	34,500.00(NRC)	
	Printer, UPS	25,000.00(NRC)	
	Internet Connectivity Accessories	17,600.00(NRC)	
	Internet Connectivity Accessories	10,000.00(NRC)	
	Laptop Sony VAIO	89,400.00(Capacity)	
	Laptop Sony Vio	70,500.00(Capacity)	
	Mega Inverter Exide Battery	28,400.00(Capacity)	
	Honorarium, remuneration	2,85,000.00(Remedial Coaching) 1,88,390.00(Capacity)	
4	<u>Students Welfare</u> Conveyance to students	80,000.00	
	Certificate Courses	14,000.00	
5	<u>Library</u> Books, Journal & Newspaper	41,171.00(Capacity)	1,00,989.00
	House Rent to Students' & Teachers	4,90,000.00(Rural area)	
	Website		
	Sports		

	Social Work & Fresher's Meet		
	Annual Students' Festival		
	Magazine		
	Annual Maintenance of Hardware and Software		18,000.00

SESSION -2013-2014

Sl. No.	Particulars	UGC Fund	College Fund
1	<u>Building and Construction</u>	7,00,000.00(Indoor Sports Training. Facilities)	2,75,000.00(State Govt.)
	A. Building		
	B. Earth Filling		50,000.00
	C. Remuneration to Engineer		45,000.00
	<u>D. Repairer & Maintenance</u>		45,280.00
	Door and Windows grill		
	Painting		16,000.00
	Plumber Work		27,723.00
	Dismantling of brick wall		13,000.00
	Cash Counter		12,911.00
2	<u>Furniture</u>		25,600.00
	Desk & Benches		
	Furniture Repair		2000.00
	Office Chair		13,400.00
3	<u>Equipments</u>	5,52,000.00(Additional)	
	Laptop HP		
	Digital Multifunctional Copies	1,18,000.00	
	Lab Equipments	2,72,105.00	
	Microtek Pure sine Wave it-UPS/Inverter	2,25,000.00	
	Miscellaneous(Aqua, Steel chair, Installation etc.	82,299.00	
4	<u>Library</u>		42,378.00
	Books, Journal & Other Expenses		
	Fresher's Welcome Meet		20,000.00
	Sports		37,500.00 1500.00
	Website		4382.00
	Magazine		1,00,000.00

			+(State Govt. 3000.00
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4.1.4. How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

No students with physical disabilities is enrolled in the College at present However, the management will provide necessary facilities to students with physical disabilities if and when needed.

4.1.5 Give details on the residential facility and various provisions available within them:

- **Hostel Facility- Accommodation available**
- **Recreational facilities, gymnasium, yoga centre, etc.**
- **Computer facility including access to internet in hostel**
- **Facilities for medical emergencies**
- **Library facility in the hostels**
- **Internet and Wi-Fi facility**
- **Recreational facility-common room with audio-visual equipments**
- **Available residential facility for the staff and occupancy**
- **Constant supply of safe drinking water**
- **Security**

The college received financial grant worth Rs. 60,000,00.00 in two phases for construction of a women's hostel. Accordingly a two-storey hostel was constructed for the girls students and the information is provided in the prospectus regarding the availability of hostel facility in the college. But application have not been received from the candidates seeking hostel facility since the year the hostel came into existence. After wards the management decided to use the hostel for conducting classes for the science and commerce department and also for some self-financing certificate courses like Beautician, Handicraft & Mobile Repairing. However these are very temporary arrangement and the Hostel will be used for the purpose it was built i.e to accommodate girl students when the demand will come from them. Residential facility for the staff is not yet available.

4.1.6 What are the provisions made available to students and staff in term of health care on the campus and off the campus?

The college has a health care cell under the IQAC for the students. The cell has developed a co-ordination with the local Primary Health Centre at Sonai and the Medical and Health officer of the PHC attends periodic health check-up programme for the students arranged by the cell. Besides the cell organises Blood Group Diagnosis programmes for the students and duly

identified blood group reports are provided to the students. The cell also conducts Blood Group detection and health awareness programme in the village surrounding the college. Blood donation camp was also organised by the cell in co-operation with Silchar Medical College Hospital and 25 students donated blood to the Blood Bank Branch of the Medical college Hospital, Silchar. A separate room equipped with First Aids amenities has been provided for the cell for smooth and regular functioning of the cell.

4.1.7 Give details of the Common facilities available on the campus-spaces for special unit like IQAC, Grievance Redressal unit, Women's Cell, Counseling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

The college gives top-priority to IQAC among all the special units set up for discharging various curricular and co-curricular duties assigned to them. A separate space has been allocated for the office of the IQAC to run its day to day activities. The IQAC of the college functions with the aims to generate good practices, ideas, planning, implementing and measuring the outcome of academic and administrative performance of the institution. The IQAC office has been provided with computer, internet, printer, scanner along with adequate furniture. A contractual office assistant has been appointed by the college authority to assist the co-ordinator, IQAC in NAAC related affairs.

Grievance Redressal Unit:

The college authority is fully aware of the fact that any simmering discontent among the students as well as members of teaching and non-teaching staff may saw seeds of indiscipline among them and may vitiate the academic atmosphere and may also adversely affect the administrative efficiency in the long run. With a view to avoiding such an undesirable situation Grievance Redressal Cell has been constituted in this institution. The cell has clearly defined powers and function. The cell is meant to work for redressal of the issues like denial of rights, discriminatory treatment, denial of / delay in fulfilling rightful benefit to any member, and dissatisfaction for any conceived or real feeling of inadequacy of facilities available in the campus.

The cell is headed by the Principal with the Vice Principal as convenor and three Senior faculties as executive members. The cell till date has not received any serious Grievance from any corner. Petty issues concerning class attendance and internal evaluation (Unit Test) are, however, redressed through conciliatory method.

Women's Cell-

The college has a women's cell. The Cell comprises a senior faculty member as convenor and three other faculties as executive members all of whom are female teachers. The women's cell mainly deals with issues concerning women. It arranges awareness programmes on gender discrimination, women empowerment, family atrocities against women etc. The women Cell also

conduct a certificate course on Beautician. Recently the cell arranged a guest lecture on Women Empowerment which was attended by eminent women activists like Mrs. Bitika Acharjee, eminent lawyer, Mrs. Mita Das, Editor, Nutan Diganta and Mrs Afsana Laskar, B.Ed. College, Silchar. The cell also organised a Health-check up programme for women which was attended by Mrs. Bijoy Laxmi Das, Silchar Medical College Hospital.

Career Guidance Cell-

The college lays emphasis on providing counseling to the young learners to prepare themselves with a definite aim which is deemed a dire necessity in the pursuit of higher education. With a view to keeping the students in constant touch with the latest opportunities in various fields that could be availed by them the career guidance cell was formed in the college. The Cell arranges guest lecture programmes by inviting experts from various Govt. office & private establishment and industries who through their lectures provide necessary information and suggestion regarding manifold educational and career opportunities in different fields.

Health Care Unit-

For a student keeping and maintaining of sound health is of prime importance and the college Health Care Cell has been set up basically for this purpose. By organising awareness programmes on health and hygiene related issues such as diabetes, cancer, AIDS, the students are advised how to prevent these diseases by practicing precautionary policies beforehand. The Health care Cell organises Blood group diagnosis programme for the students and other stake holders from time to time and duly diagnosed Blood Group reports are given to them to be used for various purpose and especially during any emergent need. The Cell also conducts cataract detection camp, diabetes diagnosis and diabetes awareness camp, awareness programme on AIDS and other sexually transmitted diseases, health check up programme for women in collaboration with Silchar Medical College Hospital, Lion's Eye Hospital local Primary Health centre & private Medical practitioners.

Canteen –

The college has a moderately rich and well furnished canteen where fast food and other dry food and various light refreshment items are made available to the students and other stake holders at a comparatively cheap price. However compared to the institutional requirement the present accommodation capacity of the canteen is not adequate enough. The management is therefore planning to reconstruct a well accommodated canteen in the near future.

Recreational Space for staff and students –

The students have separate common room for girls and boys and some indoor sports items such as carom, Chess, Chinese checker etc. are made available in the common room for them as recreation items. A large screened LCD TV has also been provided to the student which is installed at Boys Common room. The teachers Assembly has been provided with a LCD TV which is used by the teachers both for informative and recreational purpose. Besides the departmental chambers are furnished with individual departmental library containing novels, magazines etc. other than departmental books to encourage teachers to recreational readings. There are internet and computer facilities in the common room which the teachers use as means for recreation and enhancement of technological skill.

Safe Drinking water-

Pure drinking water facility is available in the whole college campus. A water cooler with considerable capacity has been installed for the students. Besides, the teachers' common room, office, Principal's chamber hve been provided with a number of sophisticated water filters that facilitate all the internal stake holders to have pure drinking water round the clock.

Auditorium –

The college had an auditorium for conducting seminar, cultural programmes and the other co-curricular activities. But this auditorium has been converted into departmental chambers to facilities the teachers for effective teaching. At present the spacious ground floor of a three-storey building is being temporarily used as auditorium. The temporary auditorium is equipped with comfortable seating arrangement, digital podium and LCD projectors. The college is on the way of receiving a considerable amount from the state government for infrastructural development under which a well equipped auditorium is proposed to be constructed.

4.2 Library as a learning Resource

4.2.1 Does the library have Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student / user friendly?

Yes, the library has an Advisory Committee. The Advisory Committee is constituted in the following form :

- 1. Chairman- Principal**
- 2. Secretary- Librarian**
- 3. Vice Principal- Member**
- 4. Member- Co-ordinator, IQAC**
- 5. Member- All HODs**
- 6. Member- One representative from the Governing Body**

The Advisory Committee of the library frame strategies and guidelines to ensure the smooth execution of the following:

1. Total involvement of user groups namely the teachers and the students in the library activities.
2. Enhancement of technological supports.
3. Enhancement of number of book and journals.
4. Optimum utilisation of the existing facilities.
5. Arrangement of orientation programme for all categories of users.
6. Procurement of sufficient furniture for reading room.
7. Monitoring proper utilisation of allocated fund provided by the UGC and State Govt. for purchase of books, journals and equipments.

4.2.2 Provide details of the following:

- * **Total area of the library (in Sq. Mts.)**
- * **Total seating capacity**
- * **Working hours (on working days, on holidays, before examination days, during examination days, during vacation)**
- * **Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)**

Total area of library- = 1767 Sq ft.

Total seating capacity = 30

Working hours (6 Days weekly from 10.00 A.M to 4.30 P.M) every working day except holidays.

Layout of the library.

Individual reading carrel

The library has a separate reading room attached to it where approximately 30 students can comfortably pursue reading. Daily newspaper, both local and national are available in the reading room. Besides, few periodical magazines and research journals subscribed by the library are displayed for the user. The users have also access to internet facility in the reading room.

IT zone for accessing e-sources

Separate IT zone is not available

4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

The library ensures purchase of new books every year on the basis of the demand for procuring course related new books from every department. The library Advisory Committee also takes initiatives in the purchase of new books and journals every year. Reprography and internet facilities are made available for the users. OPAC (Online Public Access Catalogue) facility has

also been introduced from the current session which provides students with scope to search the books available in the library. The library also organises user orientation Programme with the aim to aware the users about the entire library services.

Amount spent on procuring new books, journals and e-resources during the last four years as given below-

	Year 2011-12		Year 2011-12		Year 2012-13		Year 2013-14	
	Nos.	Cost Rs.	Nos.	Cost Rs.	Nos.	Cost Rs.	Nos.	Cost Rs.
Text Books	6117	30,18,311/-	7117	31,19,311/-	7317	31,94,311/-	8267	33,80,111/-
Reference Books	787	7,03,000/-	1070	7,88,000/-	1160	8,01,800/-	1810	8,97,100/-
Journals/Periodicals	12	16,350/-	12	16,350/-	15	17,450/-	15	16,350/-
E-Resources CDs/DVDs			Nil		Nil	Nil	Nil	Nil
Online Resources		Nil						
Any other specify	During the session 2014-15 the Library has developed access to E-resource as detailed below- E-Journals- 6000+ E-Books – 97,000+ At present the library has membership with organizations like INFLIBNET-NLIST-ILA etc. Besides facilities regarding access to e-book and e-journals from other wave sources have also been made available							

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

- * **OPAC -**
- * **Electronic Resource Management package for e-journals**
- * **Federated searching tools to search articles in multiple databases**
- * **Library Website**
- * **In-house / remote access to e-publications**
- * **Library automation-**
- * **Total number of computers for public access-**
- * **Total numbers of printers for public access**
- * **Internet band width / speed.**
- * **Institutional Repository-**
- * **Content management system for e-learning.**
- * **Participation in Resource sharing networks / consortia (like Inflibnet**

Inter Library Resource Sharing network among the colleges of Barak Valley is under process.

OPAC-

The computerised online catalogue popularly known as online Public Access Catalogue has been introduced in the college in the current session. This has enabled the students and staff to search by key-boards by liberating the user from the need to have full author or title information.

Electronic Resource Management Package- Nil

Federated Searching Tools to search articles in multiple database.-Google, Arches

Library Website - The Separate library website does not exist.

In house / remote access to e-publication - Nil

Library automation –

Today in the library and information field, the user's services within minimum time with maximum satisfaction have been the accepted goal of library services. To achieve this, mechanization of library operations has been initiated by the institution. Accordingly computerisation of operations such as acquisition, serial control, cataloguing, circulation such as acquisition, references and administrative work is under process and nearly 75% of the computerisation of all these services has been completed so far.

Total number of computers for public access. = 05

Total number of printers for publication. = 01

Internet band width / speed. = 1.2mbps

Institutional Repository-

The college does not have an Institutional Repository of its own till date. However the college library maintains a Special Repository by preserving software copies of MRPs, Ph.D, thesis, college magazine, prospectus, proceedings of National Seminar / workshop. Hard copies of important news related with programmes organised by colleges published in news papers are also preserved as valuable documents.-

Content Management System for e-learning- Nil

Participation in resource Sharing network / consestia (like INFLIBNET)

The library has participation in resource sharing network through its subscription to INFLIBNET by registering as a member of NLIST consortia

4.2.5 Provide details on the following items:

* Average number of walk-ins =	70
* Average number of books issued / returned =	30
* Ratio of library books to students enrolled =	12
* Average number of books added during last three years =	Pending
* Average number of login to opac (OPAC) =	15
* Average number of login e-resources =	08
* Average number of e-resources downloaded / printed =	10
* Number of information literacy training organized =	02
* details of “weeding out” of books and other materials =	Printer 01
Average number of walk-ins (Per day)=	70
Average number of books issued / returned =	15
Ratio of library books to students enrolled-	12 per student. (Calculated by total no of books in the library divided by number of students enrolled).
Average number of books added during last three years-	7,877
Average number of login to opac (OPAC)-=	15
Average number of login e-resources- =	08
Average number of e-resources downloaded / printed=-	10
Number of information literacy training organized-	02

Detail of weeding out of books and other materials-

Books or any other materials of the library which turn outdated, irrelevant or useless according to the academic requirement of the college are considered weeded items. However weeding out of books and materials is done only on the suggestion of the library Advisory Committee and the librarian. Irreparably torn books are also considered to be weeded provided they do not belong to classic, out of print and rare group of books.

4.2.6 Give details of the specialized services provided by the library

- * **Reference**
- * **Reprography**
- * **ILL (Inter Library Loan Service)= Under processing**
- * **Information development and notification (Information Development and Notification)**

- * **Download**
- * **Printing**
- * **Rereading list / Bibliography compilation**
- * **In-house / remote access to e-resources**

* **User Orientation and awareness**

Library conducts user orientation programme at the beginning of the session through which the newcomers are apprised of the facilities and services available in the library. The library has to arrange programmes for teachers and other staff of the college in view of the process of automation of the library services initiated by the college. Only recently one such programme was organised by the librarian which was attended by Dr. A. K Sharma, librarian, Assam University, Silchar as resource person who made a detailed power point presentation touching the key-issues relating to library services in terms of ICT.

* **Assistance in searching Database**

Library extends assistance to its user through in-house counseling and orientation / awareness programme arranged by the librarian to impart knowledge for searching database through OPAC. Besides, the student and faculties are provided assistance with regard to various strategies in the computer for searching e-resources like e-books and e-journals etc.

* **INFLIBNET / ITC facilities**

The college library has INFLIBNET facility through institutional membership.

* **Manuscripts-**

Nil

* **Reference-**

The library maintains a separate section of reference collection which contains Encyclopedias, dictionary, Biographies, Research Projects etc. The reference section possesses a splendid collection of Encyclopedias. The following are the titles of the Encyclopedia and Encyclopedic volumes that adorn the almirah thereby enriching the library to a great extent.

1. Encyclopedia of North-East India - 15 Vol.
2. Encyclopedia of cities and towns of India - 26 Vol.
3. Encyclopedia of literature in English - 7 Vol.
4. The Words worth Encyclopedia - 2 Vol.
5. Encyclopedia of Indian philosophy - 9 Vol.
6. Encyclopedia of fishes - 9Vol.
7. Encyclopedia of fishes and fisheries - 2 Vol.
8. Encyclopedia of fish culture - 2 Vol.
9. A new encyclopedia of Aquatic life - 2 Vol.

10. Britannica (Micropaedia)
11. Britannica (Micropaedia) -29 vol
12. The Worlds Great classics - 50 Vol.
13. Encyclopedia of knowledge - 20 Vol.
14. Encyclopedia of Islam - 10 Vol.
15. Land and people of Indian States and Indian Territories- 36 vol.

Reprography-

The library provides reprography facility to its user. User can get their documents Xeroxed at any time during the college hours at a minimum charge.

ILI (Inter Library Loan Service)-

The Librarian of the college as the Secretary of Assam College Library Association, Barak Valley Zone has taken initiative to develop resource sharing among the colleges of Barak Valley.

Information Development and Notification-

Notification of library information is served through the Notice Board and Notice book.

Download- Library provides facility to download any item relevant to academic or research pursuit by the faculty or staff to a restricted level.

Printing- Printing and scanning facilities is available in the library.

Reading list / Bibliography- The faculties are served with list of books added to the library subject-wise every year so as to keep them abreast of the arrival of new books in the library.

In-house / remote access to e-resources.- Library provides remote access to e-resources through the membership of NLIST from INFLIBNET.

User orientation and awareness.-

User orientation programmes are conducted by the library to impart knowledge about the tools and services of the library. Since the new comers have little knowledge on computer handling it would be difficult for them to make use of the OPAC and other important technological support available in the library. Hence the user orientation programme is considered to be of great importance and programmes as such are arranged by inviting eminent librarians from the affiliating University and other institutions.

Assistance in searching Database- Library extends assistance to its user through in-house counseling and orientation / awareness programme arranged by the librarian to impart knowledge for searching database through OPAC. Besides, the students & faculties are provided assistance with regard to various strategies in the computer for searching e-resources like e-books and e-journals etc.

NFLIBNET / IUC facilities-

We are the registered member of N-List under INFLIBNET centre through which our user can avail the searching facility of e-resources like e-books & e-journals etc.

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

By conducting User orientation Programme the library helps equipping the students and the teachers alike with the knowledge of various tools, equipments and services of the library. The library staff provides assistance to the teachers and the students through awareness programme as to how to search library database through OPAC. Other services like internet, typing of letters, reprographics etc are provided by the library staff.

SERVICES AND FACILITIES

With the application of computers and modern techniques, the library service has been fully automated in the library. The library with its modern collection of knowledge resources and innovative information services plays an essential role for students, faculty and the surrounding community in their intellectual pursuits. The services provided by the library may be summarized as:

- * Computerized Library Database and Online Searching using SOUL 2.0 Library Management Software with Bar Code.

- * Computerized Circulation Service
- * Computerized Catalogue (OPAC)
- * Internet facility
- * Journals and Magazines
- * E-Resources (Wide range of E-books and E-journals)
- * Reading Room for faculty and students
- * Reprography Service
- * Book Bank for economically weak students
- * Scanning, Printing and Downloading
- * List of Additions
- * Display of New Arrivals
- * Special Collection on local writings
- * Information Display / Career Information Service for students
- * Newspaper Clipping
- * Departmental Library
- * Ready Reference and current Awareness Services
- * User Orientation
- * Best Library User Award, etc.
- * Retired staff and outsiders are also entitled to use the library with certain conditions.

- * All the students, faculty members and employees of the institute can register themselves for the membership of the library. Each member is

provided with a library membership card, which is Bar Code enabled. The categories of members and their privileges are as follows:

Sl. No.	Member categories	Loan Duration	Max. number of books issued at a time
1	Faculty	30 days	15 nos.
2	Administrative Staff	15 days	05 nos.
3	Students	07 days	Gen:2 nos. Honours : 3 nos.

4.2.8 What are the special facilities offered by the library to the visually / physically challenged persons? Give details.

Nil.

4.2.9. Does the library get the feedback from its users? If yes, how is it analysed and used for improving the library services. (What strategies are developed by the library to collect feedback from users? How is the feedback analysed and used for further improvement of the library services?)

The library Advisory Committee evolves strategies to collect and analyse feedback received from user. Information about the following services is sought from the user with suggestion for further development.

- * The position of library both in numerical and spatial term.
- * Response to users by the library staff.
- * Accommodation of reading room.
- * Working hours of the library.
- * Technological supports available.
- * Internet browsing.
- * User orientation Programme.
- * Annual enhancement of Book strength.
- * Periodicals and Research journals.
- * Reprography facility.
- * Weeding of books and other materials.
- * Book Bank facilities.
- * Any other the user like to add.

The feedback received on the items are minutely analysed in consultation with the librarian and the draw backs (if any) are redressed as far as possible and positive suggestions are given due weightage while taking steps for all-round development.

4.3 IT Infrastructure

4.3.1. Give details on the computing facility available (hardware and software) at the institution.

- Number of computers with Configuration (provide actual number with exact configuration of each available system?)
- Computer-student ratio
- Stand alone facility
- LAN facility
- Wi-Fi facility
- Licensed Software
- Number of nodes / computers with Internet facility= 05
- Any other: Nil

Details:-

Details of Computers with configuration are provided below in tabular form:

Total number of Computer: 53 (including 24 No. of Laptops)

PC Configuration :Details are given in below

CENTRAL LIBRARY

SL. NO.	NAME	MAKE	CONFIGURATION
1	MCDCL-1	HP-DESKTOP	Rating-4.5 Windows Experience Index Processor-Intel(R) Core(TM) i-3 21202T CPU @2.60GHz 2.60GHz. Installed Memory-2.00GB System Type- 32-bit Operating system Hard Disc-500GB
2	MCDCL-2	HP-DESKTOP	Rating-4.5 Windows Experience Index Processor-Intel(R) Core(TM) i-3 21202T CPU @2.60GHz 2.60GHz. Installed Memory-2.00GB System Type- 32-bit Operating system Hard Disc -500GB
3	MCDCL-3	HP-DESKTOP	Rating-4.5 Windows Experience Index Processor-Intel(R) Core(TM) i-3 21202T CPU @2.60GHz 2.60GHz. Installed Memory-2.00GB System Type- 32-bit Operating system Hard Disc -500GB
4	MCDCL-4	HP-DESKTOP	Rating-4.5 Windows Experience Index Processor-Intel(R) Core(TM) i-3 21202T CPU @2.60GHz 2.60GHz. Installed

			Memory-2.00GB System Type- 32-bit Operating system Hard Disc -500GB
5	MCDCL-5	HP-DESKTOP	Rating-4.5 Windows Experience Index Processor-Intel(R) Core(TM) i-3 21202T CPU @2.60GHz 2.60GHz. Installed Memory-2.00GB System Type- 32-bit Operating system Hard Disc -500GB
6	MCDCL-6	HP-DESKTOP	Rating-4.5 Windows Experience Index Processor-Intel(R) Core(TM) i-3 21202T CPU @2.60GHz 2.60GHz. Installed Memory-2.00GB System Type- 32-bit Operating system Hard Disc-500GB
7	MCDL-7	HP-DESKTOP	Rating-4.5 Windows Experience Index Processor-Intel(R) Core(TM) i-3 21202T CPU @2.60GHz 2.60GHz. Installed Memory-2.00GB System Type- 32-bit Operating system Hard Disc-500GB
8	MCDCL-8	HP-PROLAIN T ML 110- SERVER	Processor- Intel Xeon E3 series, Intel Core 13, Pentium or Celeron processor, Number of processor- 1, Maximum number of cores- 4, Processor supported- E3-1280, E3-1270, E3-1240, E3-1230, E3-1220, i3-2120, i3- 2100, Processor cores- Quad-core, Dual- core, Cache- 8 MB Intel Smart Cache, Maximum processor speed- 3.50 GHz, Memory type- PC3-10600E Unbuffered DDR3 ECC up to 1333 MHz, Memory slots- 4DIMM slots, Maximum memory-16 GB
9	MCDCL-9	HP-DESKTOP	Rating-4.5 Windows Experience Index Processor-Intel(R) Core(TM) i-3 21202T CPU @2.60GHz 2.60GHz. Installed Memory-2.00GB System Type- 32-bit Operating system Hard Disc-500GB

UGC Network Resource Centre

SL. NO.	NAME	MAKE	CONFIGURATION
1	MCDC-RC-1	Assembled	Rating-3.3 Windows Experience Index Processor-Pentium(R) Dual CPU E5700 @3.00GHz3 Installed Memory-2.00GB System Type- 32-bit Operating system Hard Disc-500GB
2	MCDC-RC-	Assembled	Rating-3.3 Windows Experience Index

	2		Processor-Pentium(R) Dual CPU E5700 @3.00GHz3 Installed Memory-2.00GB System Type- 32-bit Operating system Hard Disc-500GB
3	MCDC-RC-3	Assembled	Rating-3.3 Windows Experience Index Processor-Pentium(R) Dual CPU E5700 @3.00GHz3 Installed Memory-2.00GB System Type- 32-bit Operating system Hard Disc-500GB
4	MCDC-RC-4	Assembled	Rating-3.3 Windows Experience Index Processor-Pentium(R) Dual CPU E5700 @3.00GHz3 Installed Memory-2.00GB System Type- 32-bit Operating system Hard Disc-500GB
5	MCDC-RC-5	Assembled	Rating-3.3 Windows Experience Index Processor-Pentium(R) Dual CPU E5700 @3.00GHz3 Installed Memory-2.00GB System Type- 32-bit Operating system Hard Disc-500GB
6	MCDC-RC-6	Assembled	Rating-3.3 Windows Experience Index Processor-Pentium(R) Dual CPU E5700 @3.00GHz3 Installed Memory-2.00GB System Type- 32-bit Operating system Hard Disc-500GB
7	MCDC-RC-7	Assembled	Rating-3.3 Windows Experience Index Processor-Pentium(R) Dual CPU E5700 @3.00GHz3 Installed Memory-2.00GB System Type- 32-bit Operating system Hard Disc-500GB
8	MCDC-RC-8	Assembled	Rating-3.3 Windows Experience Index Processor-Pentium(R) Dual CPU E5700 @3.00GHz3 Installed Memory-2.00GB System Type- 32-bit Operating system Hard Disc-500GB
9	MCDC-RC-9	Assembled	Rating-3.3 Windows Experience Index Processor-Pentium(R) Dual CPU E5700 @3.00GHz3 Installed Memory-2.00GB System Type- 32-bit Operating system Hard Disc-500GB
10	MCDC-RC-1	Assembled	Rating-3.3 Windows Experience Index Processor-Pentium(R) Dual CPU E5700 @3.00GHz3 Installed Memory-2.00GB System Type- 32-bit Operating system Hard Disc-500GB
11	MCDC-RC-2	Assembled	Rating-3.3 Windows Experience Index Processor-Pentium(R) Dual CPU E5700 @3.00GHz3 Installed Memory-2.00GB System Type- 32-bit Operating system Hard Disc-500GB
12	MCDC-RC-	Assembled	Rating-3.3 Windows Experience Index

	3		Processor-Pentium(R) Dual CPU E5700 @3.00GHz3 Installed Memory-2.00GB System Type- 32-bit Operating system Hard Disc-500GB
13	MCDC-RC-4	Assembled	Rating-3.3 Windows Experience Index Processor-Pentium(R) Dual CPU E5700 @3.00GHz3 Installed Memory-2.00GB System Type- 32-bit Operating system Hard Disc-500GB
14	MCDC-RC-5	Assembled	Rating-3.3 Windows Experience Index Processor-Pentium(R) Dual CPU E5700 @3.00GHz3 Installed Memory-2.00GB System Type- 32-bit Operating system Hard Disc-500GB

OFFICE

SL. NO.	NAME	MAKE	CONFIGURATION
1	MCDOC-1	HP	Microsoft Windows Xp Professional Version-2002, Service Pack-2 Processor-Pentium(R) Dual Core CPU e5700 @ 3.00GHz Installed Memory-1.96 GB Hard Disc 250 GB
2	MCDOC-2	Assembled	Microsoft Windows Xp Professional Version-2002, Service Pack-2 AMD Athlon(TM) 64X2 Dual Core Processor 4400+2.31GHz installed Memory-1.75 GB
3	MCDOC-3	HP-Laptop	Processor-Intel(R) Pentium(R) CPU B970@2.30GHz installed mEMORY-2.00GB System Type-32-bit Operating system Hard Disc c-500 GB
4	MCDOC-4	Assembled Server	Memory- 1GB Processor- Pentium(R) Dual-Core CPU E5700@ 3.00GHz Cache RAM(L2)-2MB Hard Disc Drive 320GB DVD-RW-18.5inch TFT Monitor
5	MCDOC-5	Assembled	Microsoft Windows Xp Professional Version-2002, Service Pack-2 AMD Athlon(TM) 64X2 Dual Core Processor 4400+2.31GHz

			Installed Memory-1.75 GB
6	MCDOC-6	Assembled	Microsoft Windows Xp Professional Version-2002, Service Pack-2 AMD Athlon(TM) 64X2 Dual Core Processor 4400+2.31GHz Installed Memory-1.75 GB

Total No. of Laptop – 30 :
LAPTOP CONFIGURATION

SL. NO.	NAME	MAKE	CONFIGURATION
1	ENGLISH-LT-1	HP-LAPTOP	Processor-Intel(R) Pentium(R) CPUB970 @2.30GHz Installed Memory-2.00GB System Type- 32-bit Operating system Hard Diosc-500GB
2	ENGLISH-LT-2	HP-LAPTOP	Processor-Intel(R) Pentium(R) CPUB970 @2.30GHz Installed Memory-2.00GB System Type- 32-bit Operating system Hard Diosc-500GB
3	ENGLISH-LT-3	HP-LAPTOP	Processor-Intel(R) Pentium(R) CPUB970 @2.30GHz Installed Memory-2.00GB System Type- 32-bit Operating system Hard Diosc-500GB
4	BENGALI-LT-1	HP-LAPTOP	Processor-Intel(R) Pentium(R) CPUB970 @2.30GHz Installed Memory-2.00GB System Type- 32-bit Operating system Hard Diosc-500GB
5	BENGALI-LT-2	HP-LAPTOP	Processor-Intel(R) Pentium(R) CPUB970 @2.30GHz Installed Memory-2.00GB System Type- 32-bit Operating system Hard Diosc-500GB
6	BENGALI-LT-3	HP-LAPTOP	Processor-Intel(R) Pentium(R) CPUB970 @2.30GHz Installed Memory-2.00GB System Type- 32-bit Operating system Hard Diosc-500GB
7	POL. SCIENCE-	HP-LAPTOP	Processor-Intel(R) Pentium(R)

	LT-1		CPUB970 @2.30GHz Installed Memory-2.00GB System Type- 32-bit Operating system Hard Diosc-500GB
8	POL. SCIENCE- LT-2	HP-LAPTOP	Processor-Intel(R) Pentium(R) CPUB970 @2.30GHz Installed Memory-2.00GB System Type- 32-bit Operating system Hard Diosc-500GB
9	POL. SCIENCE- LT-3	HP-LAPTOP	Processor-Intel(R) Pentium(R) CPUB970 @2.30GHz Installed Memory-2.00GB System Type- 32-bit Operating system Hard Diosc-500GB
10	ECONOMICS- LT-1	HP-LAPTOP	Processor-Intel(R) Pentium(R) CPUB970 @2.30GHz Installed Memory-2.00GB System Type- 32-bit Operating system Hard Diosc-500GB
11	ECONOMICS- LT-2	HP-LAPTOP	Processor-Intel(R) Pentium(R) CPUB970 @2.30GHz Installed Memory-2.00GB System Type- 32-bit Operating system Hard Diosc-500GB
12	ECONOMICS- LT-3	HP-LAPTOP	Processor-Intel(R) Pentium(R) CPUB970 @2.30GHz Installed Memory-2.00GB System Type- 32-bit Operating system Hard Diosc-500GB
13	HISTORY-LT-1	HP-LAPTOP	Processor-Intel(R) Pentium(R) CPUB970 @2.30GHz Installed Memory-2.00GB System Type- 32-bit Operating system Hard Diosc-500GB
14	HISTORY-LT-2	HP-LAPTOP	Processor-Intel(R) Pentium(R) CPUB970 @2.30GHz Installed Memory-2.00GB System Type- 32-bit Operating system Hard Diosc-500GB
15	PHILOSOPHY-	HP-LAPTOP	Processor-Intel(R) Pentium(R)

	LT-1		CPUB970 @2.30GHz Installed Memory-2.00GB System Type- 32-bit Operating system Hard Diosc-500GB
16	PHILOSOPHY- LT-2	HP-LAPTOP	Processor-Intel(R) Pentium(R) CPUB970 @2.30GHz Installed Memory-2.00GB System Type- 32-bit Operating system Hard Diosc-500GB
17	MANIPURI-LT- 1	HP-LAPTOP	Processor-Intel(R) Pentium(R) CPUB970 @2.30GHz Installed Memory-2.00GB System Type- 32-bit Operating system Hard Diosc-500GB
18	MANIPURI-LT- 2	HP-LAPTOP	Processor-Intel(R) Pentium(R) CPUB970 @2.30GHz Installed Memory-2.00GB System Type- 32-bit Operating system Hard Diosc-500GB
19	PERSIAN-LT-1	HP-LAPTOP	Processor-Intel(R) Pentium(R) CPUB970 @2.30GHz Installed Memory-2.00GB System Type- 32-bit Operating system Hard Diosc-500GB
20	PERSIAN-LT-2	HP-LAPTOP	Processor-Intel(R) Pentium(R) CPUB970 @2.30GHz Installed Memory-2.00GB System Type- 32-bit Operating system Hard Diosc-500GB
21	SCIENCE-LT-1	HP-LAPTOP	Processor-Intel(R) Pentium(R) CPUB970 @2.30GHz Installed Memory-2.00GB System Type- 32-bit Operating system Hard Diosc-500GB
22	SCIENCE-LT-2	HP-LAPTOP	Processor-Intel(R) Pentium(R) CPUB970 @2.30GHz Installed Memory-2.00GB System Type- 32-bit Operating system Hard Diosc-500GB
23	PRINCIPAL –	SONY	Brand- Sony Vio, Processor- Intel

	LT-1	LAPTOP	(R) Core(TM) i7-2640 CPU@2.80GHz, Installed memory- 6.00 GB, System type- Windows7 Home premium, 64-bit operating system, Hard Disk-750 GB
24	PHILOSOPHY- LT-1	SONY LAPTOP	Brand- Sony Vio, Processor- Intel (R) Core(TM) i7-3520 CPU@2.90GHz, Installed memory- 8.00 GB, System type- Windows7 professional, 64-bit operating system, Hard Disk-750 GB
25		SCANNER	Brand- Canon Model- canonscan LIDE

Computer - Student Ratio:

Computer-student ratio is 1:80 (10 computer in computer lab cum UGC resource centre and student strength in the degree level for the session 2014-15 is 810)

Stand alone facility :

Xerox machine, Fax machine, scanner.

LAN facility

The Central Library has built a Local Area Network (LAN) around UTP CATS Cable with routing switches and has an Internet bandwidth of 1Gbps. The library has 01 server, 10 PCs and other accessories adequate to cater to the needs of users for accessing OPAC, E-books, E-journals and other E-resources.

Wi-Fi facility

The reading area in the library has been made Wi-Fi enabled to provide wireless access to the Internet. Users are welcome to use their laptops in the library.

Licensed Software:

Available Software are: a) Library Software- SOUL 2.0

b) (i)K7 Total Security Anti Virus

c) End user college Automation Software (includes Salary Generation, Fee Collection, Academic and Accounting)

Number of nodes / computers with Internet facility.

Total number of computers available with internet connection- 20 numbers.

Any other:

Number of Laptops assigned to the faculty members- 20 numbers.

4.3.2. Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

The college has provided internet facility to the faculty through Wi-Fi connection within the campus. All the faculties have been provided with a Laptop individually to be used in the college and at their home too for improving techno-based teaching.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

The institution has provided 20 (twenty) number of Laptops to all the faculty members. One Smart class has been constructed which is equipped with Smart Board, Projectors, Digital podium. The college has also plans to upgrade library by providing more IT supports .

4.3.4. Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (year wise)

4.3. (For last four years)

Provision for upgradation and maintenance of computers, projectors, laptops, printers, ups, copiers, inverter and their accessories of the College is included in the College fund/UGC

Year Wise Budget

Year	New purchase(Rs.)	Upgradation (Rs.)	Maintenance	Total(Rs.)
2010-2011	4,00,000.00 (UGC)	85,500.00 (UGC)	20,000.00 (College)	5,05,500.00
2011-2012	1,46,000.00 (UGC)	4,500.00 (UGC)	30,000.00 (College)	1,80,500.00
2012-2013	7,00,000.00 (UGC Additional Grant)	10,000.00	35,000.00 (College)	7,45,000.00
2013-2014	9,00,000.00 (UGC Additional Grant)	15,000.00	52,000.00	9,67,000.00

4.3.5. How does the institution facilitate extensive of ICT resources including development and use of computer-aided teaching/learning materials by its staff and students?

The college has so far procured 25 numbers of Laptop and four number of LCD projectors. All the faculty members have been provided with a Laptop individually. The Laptops are used for power point presentation. Besides, there are 15 numbers of computers in the UGC Resource Centre and the students have easy access to use the centre for academic pursuit.

4.3.6. Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching-learning resources, independent learning, ICT enabled classrooms / learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

The college management sincerely strives to improve learning activities by providing technological assistance as far as possible. With a view to achieving success in this field LCD projector (4 numbers) Smart Board, Digital podium, Laptops have been procured. All the faculty members have been provided with Laptops with the suggestion to use the Laptops for improved teaching. The teachers now have started power-point presentation in the class room by slowly replacing the chalk and talk method.

4.3.7. Does the institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

National knowledge Network facility is not available in the college at present.

4.4. Maintenance of Campus Facilities

4.4.1. How does the institution ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

a	Building
b	Furniture
c	Equipment
d	Computers
e	Vehicles
f	Any Other

The Principal cum Secretary of the college ensures optimal allocation and utilization of the available financial resources by preparing Annual Budget Estimate in consultation with the Finance Committee of the college and gets it approved by the Governing Body of the college. There are different funds like General Fund, Students Union Fund, Library Fund, UGC Fund etc. and the financial resources collected through different sources are deposited in the relevant fund and expenditure is made corresponding to the fund under different heads.

Details of Budget for maintenance and upkeep of the following facilities.

		2010-2011	2011-2012	2012-2013	2013-2014
a	Building	7,00,000.00	60,000.00	28,00,000.00	3,00,000.00
b	Furniture	65,000.00	70,000.00	1,25,000.00	30,000.00
c	Equipment	2,85,000.00	6,05,605.00	1,86,000.00	2,00,000.00
d	Computers	4,85,000.00	1,50,000.00	8,50,000.00	7,00,000.00
e	Vehicles	Nil	Nil	Nil	Nil
f	Any Other	Nil	Nil	Nil	Nil

a. Building- A Building Fund is separately maintained by the college by collecting @ Rs.400.00 per student at the time of admission which is mentioned in the college Prospectus. The amount thus collected is utilized for renovation of building, class room, maintenance of existing infrastructure etc.

b. Furniture- This fund is used for Procurement and maintenance of furniture of class room, library, administrative office etc.

c. Equipments- This fund is earmarked for purchase of white board, Laboratory Equipments and other teaching learning equipments as per requirement.

d. Computer- An annual fee @ Rs. 350.00 is collected per student for conducting computers course in- i) Module- 1: Computer Concept and Paradigm (CCP) ii) Module-2 : Desktop Publication(DTP)

e. Vehicle-

N/A

f. Any other- The college maintenance fund is utilised for payment of labourers, Telephone bill, Internet & electricity bill, Website uploading, Security Guard's salary, fuel for generators and salary to non-sanctioned staff (teaching and non-teaching)

4.4.2. What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

The college has its own mechanism for maintenance and upkeep of the infrastructure facilities and equipment of the college. In the fee structure of the

college there are provisions for collection of fee under different heads relating to maintenance and upkeep of the infrastructure and equipments.

4.4.3. How and with what frequency does the institute take up calibration and other precision measures for the equipment / instruments?

The college authority maintains regular vigilance regarding the maintenance of all existing infrastructure including Hardware components and software installations in different sections of the college. The technical experts from different firms maintain and regulates these on Annual contact system. The college also has electrician and other technical staff for maintenance and repair works of light, fans, motors etc. The generators and computers are maintained and repaired by service personal in accordance with the agreement signed with the concerned firm at the time of procurement / installation of the items. Electric items such as U.P.S, printers, Xerox machine, Laptops are repaired after the expiry of the warranty period by experts on call based payment.

4.4.4. What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.

For up keeping and maintenance of sensitive equipments the college has developed necessary infrastructure. A number of AC voltage stabilizers have been procured to cope up with voltage fluctuations. To provide power back-up two numbers of generators have been installed at two locations. The college has planned to maintain a separate website for the Central Library. The college maintains a separate Electricity Fund for maintaining electric energy charge, fuel for the Generator, electric accessories and electronic duties. An electrician has been appointed by the college on contractual basis to look after the electric goods and other aspects related to electricity. For constant supply of water the college has been provided connection from the nearby PHE plant. Besides, the college has water cooler, aqua guard and water filter that ensure supply of pure drinking water to all its in house stakeholders. The following infrastructural facilities have been initiated by the college.

i) A Digital class has been constructed.

ii) Separate Departmental chambers for nine Departments have been constructed. Attached to the departmental chambers a spacious enclosure has been created as Inter-Departmental Assembly.

iii) The college has been enlisted for conversion in to Model Degree College by the State Government. The proposed scheme if implemented by the State Government will bring about a drastic change in the existing infrastructure.

CRITERION V: STUDENTS SUPPORT AND PROGRESSION

5.1. Student mentoring and support

5.1.1 Does the institution publish its updated prospectus / handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

Yes, the college has been publishing its prospectus regularly. The prospectus is updated every year with added information available from the affiliating university & the higher Education Department with regular admission procedure and other student welfare related matter. The Prospectus issued along with the admission form provides the following information.

1. College Anthem
2. A brief History of the college
3. Courses of studies
4. Degree Course Structure ART / SCIENCE / COMMERCE
5. Admission Procedure. HS Degree
6. Academic Calendar
7. Fee structure of HS. & Degree Course
8. Library
9. Hostel
10. Auditorium
11. Bindings of class attendance
12. Scholarship facility
13. Extension Activities
14. Educational Tour
15. New Constructions
16. Sports Activities
17. N.C.C
18. College Magazine
19. Uniform
20. Common room & Canteen
21. Discipline
22. Transfer Certificate
23. Self financing & UGC sponsored courses
24. Teaching Faculty
25. Library Staff
26. Non-teaching Staff
27. Present Governing Body
28. Anti Ragging Committee

M. C. Das College, one in a remote part of Cachar District came into existence with the mission to provide easy accessibility to the rural learners, especially the female learners of the greater Sonai area to receive higher education after crossing the bar of H.S.L.C examination and the learners are initiated with this mission of the college through the prospectus provided to them at the time of admission. The college can now boast of conducting this mission successfully since its very inception till date. The collective efforts

made by the management, teachers, students, Alumni and other stakeholders are the main potential force behind what so ever the institution has achieved so far in realizing its cherished mission.

5.1.2 Specify the type, number and amount of institutional scholarships / free-ships given to the students during the last four years and whether the financial aid was available and disbursed on time?

The college provides two types of financial aid to the students.

1. Financial aid from Specific Funds provided by UGC and the State Government.
2. Financial aid is also provided to poor students from college fund.
3. Details of scholarships to SC / ST/ OBC / Minority / General (Financially weak) students are provided below-

Category	2010-11		2011-12		2012-13		2013-14	
	No. of beneficiary	Amount						
SC	64	Rs. 1,50,910/-	51	Rs. 1,46,710/-	48	Rs. 2,07,269/-	47	Rs. 1,34,670/-
ST	-	-	-	-	-	-	-	-
OBC	15	Rs. 20,050/-	13	Rs. 24,640/-	30	Rs. 65,500/-	20	Rs. 34,720/-
MINORITY	-	-	-	-	08	Rs. 42,768/-	31	Rs. 1,70,094/-
GENERAL	-	-	-	-	-	-	-	-
HANDICAPPED	-	-	-	-	-	-	-	-
TOTAL	79	Rs. 1,70,960/-	64	Rs. 1,68,350/-	86	Rs. 3,15,537/-	98	Rs. 3,39,484/-

Total amount disbursed in- 2011- Rs. 170960.00

2012- Rs. 168350.00

2013- Rs. 315537.00

2014- Rs. 339484.00

Financial assistance given to students in the form of conveyance allowance

Year	Funding Agency	No. of beneficiaries	Total amount paid
2010-11	UGC	19	Rs. 20,000.00
2011-12	UGC	100	Rs. 80,000.00

4. Financial aid given to students in the form of House Rent-

Year	Funding Agency	No. of beneficiaries	Total amount paid
2010-11	UGC	57	Rs. 3,10,000.00
2011-12	UGC	144	Rs. 4,90,000.00

5.1.3 What percentage of students receives financial assistance from state government, central government and other national agencies?

The college received a onetime grant of Rs. 3,39,484.00 from the UGC under XIth plan for students belonging to SC / ST / OBC / MINORITY / GENERAL CATEGORY. Apart from this the college receives scholarships from the state Government of Assam. The total percentage of students who received financial aid for the last four years are as follows:

2010-11= SC- 50.84 %	OBC- 08.57 %	
2011-12= SC-54.25 %	OBC-10. 48%	
2012-13= SC- 36.09 %	OBC- 19.73%	Minority- 01.62%
2013-14= SC-25.13 %	OBC- 16.12 %	Minority- 10.19 %

What are the specific supports services / facilities available for

- ✓Students from SC / ST / OBC / and economically weaker sections
- ✓Students with physical disabilities
- ✓Overseas students
- ✓Students to participate in various competitions / National and International
- ✓Medical assistance to students: health centre, health insurance etc.
- ✓Organizing coaching classes for competitive exams
- ✓Skill development (spoken English, computer literacy, etc.)
- ✓Support for “slow learners”
- ✓Exposures of students to other institution of higher learning / corporate / business house etc.
- ✓Publication of student’s magazines

The support services / facilities available to the students of the institution are detailed below-

* Students belonging to SC / ST / OBC receive scholarship under the UGC scheme. The Minority students receive scholarship under MSDP scheme

sponsored by the Government. The college received one time grant of Rs 8,00,000.00 (eight lakh) and Rs. 1,00,000.00 (one lakh) from the UGC during the financial year 2010-11 and 2011-12 respectively for providing house rent and conveyance allowance to students belonging to economically weaker sections the detail of which has been provided in Point. 5.1.2.

* The students who participated in various competitions and events are provided with allowance from the college sports and cultural fund. However no students has participated in national or international level events till date.

* Medical assistance to students, Health Centre, Health insurance etc.

The Health Care Centre of the college was established with the noble objects to provide medical assistance to the students as well as the financially disadvantaged people of this economically backward area. Keeping this view in mind the Health Care Cell arranges free health check up programmes for students in co-operation with the local Primary Health Centre. Blood Group diagnosis is conducted to facilitate students to have a ready Blood Group report during any emergent necessity. Several Blood Grouping Camps have been organised by the Health Care Cell at several remote parts of greater Sonai area and the public response to these camps have been found to be very enthusiastic. The Health Care Cell also organised Blood donation camp and a number of students (both male and female) donated blood to the Blood Bank of Silchar Medical College. Besides, the Cell organises awareness programme on such burning health and medical issues like AIDS, Diabetes, and Polio etc. by inviting specialised medical practitioners. The Red Ribbon Club of the college in collaboration with Lions Eye Hospital conducted cataract detection camp for the economically disadvantaged people of the surrounding villages and a number of people were detected having cataract and were referred to Lions' Eye Hospital, Silchar for needful operation and all of them were operated upon free of cost.

* The college has not introduced Health insurance yet.

* Organising Coaching Classes for competitive Exam.

The college received a grant of Rs. 5,00,000.00 from the UGC during the session for conducting coaching classes for entry into services and the coaching classes were conducted accordingly for SC/ST/ and Minority students. However, the coaching centre could not be continued in the subsequent years due to non availability of fund from the UGC under this head.

* Skill development (Spoken English) Computer literary.

The college has been conducting one year certificate course in Functional English funded by UGC. The course intends to develop speaking and communicative proficiency of students in English. The college also conducts certificate course (3 months duration) in computer concept and paradigm and DTP (3 months duration) as self financing courses.

Supports to Slow Learners-

The institution has provision for tutorial classes in its class routine to provide extra academic support to the slow learners. Besides, Remedial coaching is also conducted for SC/ST/OBC and Minority students under the financial assistance received from the UGC.

Exposures of Students to other Institutions of higher learning / corporate / business house etc.

From the Geographical point of view the institution has little scope to provide exposure of its students to other institution of higher learning or corporate and business houses. Notwithstanding its imitation the college endeavours to provide exposure of its students to outer world by arranging Educational tours to places in and outside the state. In 2011 a group of students accompanied by teachers guide visited Agartala, the capital city of Tripura. Again in 2012 another group 60 students and 04(four) teachers under took a 4 day visit to Shillong, the capital of Meghalaya and in the process came in contact with diverse racial and linguistic groups of people of the neighbouring states which obviously widened their outlook. Besides, educational trips are also arranged for the students to various tea gardens of Barak Valley to acquaint them with various aspects of the industry. In this connection the visits to Derby Tea Industry and Bhubandar tea Industry in 2010 and 2011 are worth mentioning. Recently under the aegis of Bengali Department a group of students visited Assam University, Silchar and enthusiastically interacted with teachers, researchers and students of various departments which enhanced their interest in pursuing higher studies after completion of the UG course. Of late the institution has initiated the process to develop a co-ordination with two industries namely Moniar Khal Tea Estate and Assam Golden Fibre Jute Park. The Manager of the said industry and the CEO of the Jute Park being the executive members of IQAC have consented to provide skill developing programme to our students (especially the students of Science and Commerce department) by giving access to their industries to gather practical knowledge about the industrial activities and the job opportunities available there.

Publication of the students magazine-

Students magazine is the medium through which students of an institution ventilate their latent creative potentialities to a great extent. Our college takes utmost care to get the magazine published every year and as such barring a few exceptional cases the students magazine has been uninterruptedly published since the very inception of the college. The students magazine is published under the supervision by the magazine committee headed by the magazine Secretary as Editor. A prof-in-charge supervises the entire process and articles, poems, short stories etc. are contributed by the students and the teachers. Generally the cost of the publication is provided

from the magazine fund. However in 2010 and 2011 a sum of Rs. 50,000.00 and Rs. 1,00,000.00 respectively was provided by the state Government for publication of the college magazine and the college made good use of the grant by bringing out 'Prantashri' the students magazine rich in content, bulky in size with attractive get-up.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

The career guidance cell under IQAC endeavours to facilitate entrepreneurial skill among the students by arranging awareness programmes on Entrepreneurship Development by inviting persons from reputed farm / allied Govt. Agencies like District Industrial Centre (DIC) etc to deliver speech on entrepreneurial skill. The college arranged a 9-day-long Entrepreneurial Skill development programme in collaboration with a leading local NGO named Naba Prayas.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

- * **additional academic support, flexibility in examinations**
- * **special dietary requirements, sports uniform and materials**
- * **any other**

Sports- Students of the college are always encouraged to participate in various sports & cultural programmes arranged in the college and beyond the college campus. The students enthusiastically take part in various events during the Annual Sports programme. The college can boast of having a brilliant cricket and football team almost in every session that bring name and fame to the college in the field of sports. In 2011 the college cricket team won the champions Trophy in the inter-college Cricket tournament organised by Assam University, Silchar which is undoubtedly an outstanding achievement of the college. Again in 2013 the college won the Champions Trophy in inter-college football tournament. The college team recently has won Champion Trophy in Badminton and Carom in the inter college Sports competition organised by N.C. College, Badarpur.

Quiz Competition- The students participated in a quiz programme on Universities Talk AIDS organised by the Women's College, Silchar. Besides the college organises quiz programmes on various occasion such as International Vernacular Day, Republic Day, and World Environment Day etc with active participation of the students.

Debate- The students are encouraged to participate in debating competition to develop their personality and communicative proficiency. A District level inter-school (Senior Secondary School) debate on exploitation of child

labourers was organised by the college in which students of our college demonstrated their argumentative skill before a host of dignitaries.

Cultural Activities- The students of our institution have a rich tradition of cultural involvement. The students union organises freshers' meet, Annual Milad Mehfil, Swaraswati Puja, Annual Sports, Youth Festival etc. where they participate in various competitive events like music, dance, recitation, extempore speech, quiz etc. Manipuri students possess excellent dexterity in dance which is hard to be excelled by any other personal group.

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exam such as UGC-CSIR-NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central / State services, Defense, Civil Services, etc.

The college does not provide support and guidance to students for preparing for the mentioned examinations. However some of its students successfully cleared NET examination. One of our students has passed Assam Judicial service examination and number of students have passed TET examinations conducted by the Govt. of Assam and have been employed in different schools.

5.1.8 What type of counseling services are made available to the students (academic, personal, career, psycho-social etc.).

The career counseling Cell of the college is entrusted with the responsibility to provide counseling and guidance to the students with regard to their career and academic pursuit. The cell arranges various counseling programmes by inviting eminent persons to deliver speech on educational and vocational opportunities.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

The institution does not have a structured mechanism for career guidance and placements of its students. However, the career guidance cell under IQAC organises various career oriented programmes so as to provide them exposure to various pre-requisite skills so essential in this extremely competitive job market. To develop their communicative competency in English the Department of English has been conducting one year certificate course in Functional English. Besides, arrangement has been made with two industries to facilitate the students especially those of the science and commerce stream to make visit to these industries to observe on-the-spot various technological applications to develop their skill. In collaboration with a leading local NGO the college organised a workshop on Entrepreneurship

Development Programme for the students and some selected SHGs to sensitise them about entrepreneurship.

5.1.10 Does the institution have a student grievance redrassal cell? If I yes, List (if any) the grievances reported and redressed during the last four years.

Yes, the college has a grievance Redrassal cell. However, the cell has no record of any serious grievance redressed during the last four years.

5.1.11 what are the Institutional provisions for resolving issues pertaining to sexual harassment?

The college has a Women's Cell. The cell consists of one senior faculty member (woman) as convenor and three other female teachers as executive members. The cell actively associates itself with activities and issues concerning sexual harassment, gender discrimination, women's rights and women empowerment. To sensitize the girl students about their rights and position in the society the cell organises awareness programme by inviting prominent women personalities working in the field of women empowerment. One such programme was organised on Women's Rights- Developing Personality and Leadership Qualities in March this year. The programme was attended by Advocate Bithika Acharjee, a renowned and veteran women personality tirelessly fighting for the cause of women. Besides some other eminent women well established in their respective field attended the programme and through their deliberation inspired the female teachers and girls students to hold their heads high and fight courageously against all sorts of sexual harassment and gender based discrimination.

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

Yes, the institution has an anti-ragging committee. The committee was established in compliance with the guideline of the UGC to curb the menace of ragging in the institution. The committee keeps constant vigilance in order to prohibit prevent and eliminate ragging which is deemed as a criminal offence. The committee assists the college authority to maintain discipline among the students inside the classes and within the college campus. The committee also monitors the movements of the students as well as outsider visitors through C.C Camera and takes needful measures as and when called for to maintain a high order of campus discipline.

5.1.13 Enumerate the welfare schemes made available to students by the institution.

The institution pays deep attention to the physical, moral and intellectual development of its students and as such all the strategies evolved by it are destined directly or indirectly to achieve this goal. The college being located in an area backward both from the economic and educational stand

point majority of the students enrolled under it suffer from financial hardships. To cope up with this menace that stand in the way of pursuit for higher education, the institution provides the needy with financial aid through the following ways:

1. As concession in the admission fee.
2. Conveyance allowance to the students residing beyond 10 k.m distance from the institution depending upon the availability of fund from UGC.
3. House rent to the financially disadvantaged students staying in rented house depending upon the availability of fund from UGC.

To provide academic back-up to the slow learner provision is there in the class routine for tutorial classes through which necessary tips are given to make him / her confident in his / her pursuit of study. The college provides scholarships to students belonging to SC/ST/OBC and Minority groups from the UGC and MSDP funds. During the current session 98 numbers of students have received scholarships from these funds.

Book Bank is another facility provided to the deserving students. They could borrow text book for the whole year from the Book Bank.

5.1.14 – Does the institution have a registered Alumni Association? If ‘yes’, what are its activities and major contributions for institutional, academic and infrastructure development?

Yes, the institution has an active Alumni Association but it has not been registered.

The Alumni Association of the College was formed in 2004 with a view to developing a network with all its past students to secure their closer involvement and patronage for their Alma-mater thereby enabling them to express their gratitude by way of helping their institution serve the deprived and economically disadvantaged students community of this remote area of Barak Valley since then the Association has been extending every possible support to make their dear institution a mighty edifice of Higher Education.

The Association has been re-constituted several times after it came into being in 2004. Recently the Association has once again been re-constituted by convening a general meeting. The present committee is headed by one of the most illustrious alumni of the College, Dr. Mahmud Hussain Barbhuiya (LLM, Ph.D.). He is at present serving as secretary, District High service authority, Cachar District. The new committee headed by a vibrant and dyanamic youth with excellent academic records and occupying a prestigious judicial post has gathered new momentum. Under the auspices of the re-constituted Association a Legal Aid Clinic has been set up in the College

	<p>illustrious ex-student of this College. Besides the College can boast of having a number of faculty members with M.Phil./ or Ph.D. who happen to be the ex-students of this College. They are</p> <p>(1) Dr. Abdul Matin Laskar (M.A., B.Ed., M.Phil., Ph.D.), Asstt. Prof., Deptt. of Bengali</p> <p>(2) Dr. Nirmala Singha (M.A., Ph.D.), Part Timer, Deptt. of Manipuri</p> <p>(3) Dr. Bimal Sinha (M.Com., Ph.D.), Asstt. Prof. Deptt. of Commerce</p> <p>(4) Md. Afsor Hussain Laskar (M.A., M.Phil.), Asstt. Prof., Deptt. of History</p>
Campus selection	<p>There is no provision for campus recruitment in our College. However the career and Guidance Cell of the College arranges various programmes by inviting experts from diverse departments who through their informative deliberation sensitize the students about the job opportunities available in private and public sectors which has been found very useful for the students to pursue their study towards a definite direction</p>
Other than campus recruitment	

5.2.2. Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the University)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the College of the affiliating University within the city/district.

The programme wise pass percentage and completion rate for the last four years of M.C. Das College, Sonai is detailed below in tabular form.

College Result (Arts (B.A.))

Year	Course(UG)	No. of students appeared	No. of students passed	Total percentage
2011	Honours (1 st sem.)	03	01	33.33
	Pass (1 st sem.)	285	38	13.49
	Honours (2 nd sem.)	03	00	00.00

2012	sem.)				
	Pass (2 nd sem.)	242	41	16.94	
	Honours (3 rd sem.)	03	00	00.00	
	Pass (3 rd sem.)	191	08	4.18	
2013	Honours (4 th sem.)	02	00	00.00	
	Pass (4 th sem.)	140	16	11.42	
	Honours (5 th sem.)	03	02	66.67	
	Pass (5 th sem.)	102	51	50.00	
2014	Honours (6 th sem.)	03	00	00.00	
	Pass (6 th sem.)	220	41	18.64	

College Result (B.Sc.)

Year	Course	No. of students appeared	No. of students passed	Total percentage
2011	Pass (1 st sem.)	07	01	14.28
2012	Pass (2 nd sem.)	01	01	100.00
	Pass (3 rd sem.)	04	04	100.00
2013	Pass (4 th sem.)	02	00	00.00
	Pass (5 th sem.)	02	01	50.00
2014	Pass (6 th sem.)	02	02	100.00

College Result (Commerce)

Year	Course	No. of students appeared	No. of students passed	Total percentage
2011	Pass (1 st sem.)	31	04	12.90
2012	Pass (2 nd sem.)	27	07	25.92

	Pass (3 rd sem.)	16	01	6.25
2013	Pass (4 th sem.)	15	02	13.33
	Pass (5 th sem.)	13	03	21.43
2014	Pass (6 th sem.)	18	03	16.67

Programme wise details of comparative results of the Colleges of the affiliating University within the city at the time of declaration of result-

Result of the 6th Semester (Final Semester)- Session -2014

Name of College	ARTS		SCIENCE		COMMERCE	
	Hons	Pass	Hons	Pass	Hons	Pass
M.C. Das College, Sonai	00.00%	18.64%	-	100%	-	61.54%
Radhamadhab College, Silchar	45.00%	6.78%	-	-	-	47.62%
G.C. College, Silchar	47.02%	31.03%	-	40%	-	46.58%
Cachar College, Silchar	33.33%	11.52%	-	30%	-	60.53%
Womens College, Silchar	10.00%	3.14%	-	-	-	-
Janata College, Kabuganj	16.67%	7.01%	-	-	-	-

Overall University pass percentage at the time of declaration of result

Year	Course	B.A.	B.Sc.	B.Com.
2011	1 st Semester	11.33%	31.35%	22.45%
2012	2 nd Semester	13.33%	34.30%	36.30%
	3 rd Semester	16.16%	41.34%	35.91%
2013	4 th Semester	22.51%	46.15%	39.58%
	5 th Semester	26.05%	46.55%	58.20%
2014	6 th Semester	18.19%	34.45%	33.38%

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

The IQAC of the College through its various Cells especially the Career Guidance Cell extends all possible supports to the students for further progression of their studies. The cell arranges various programmes by inviting eminent persons from academic and administration sectors to provide information to the students in career with regard to academic and career opportunities available in various fields. Last year the Career Counseling Cell organised an on the Spot Employment Registration Camp in co-operation with District Employment Office to provide necessary information about employment. The College library also assists the student by providing Career - oriented magazines, employment news, etc. to the students.

5.2.4. Enumerate the special support provided to students who are at risk of failure and drop out?

The College tends to provide supports to students who are at risk of failure and drop out through the following practices:

- (a) The class-routine provides provision for conducting tutorial classes to give academic back-up to the students who lag behind their fellow mates in the acquisition of knowledge available through scheduled classes.
- (b) Remedial Coaching Classes are conducted for SC/ST/OBC/Minority students detected as slow learners.
- (c) To ensure that no student is compelled to give up studies for financial constrain financial assistance is provided by way of giving fee-concession, providing text books from Book Bank. During the session 2011 and 2012 conveyance allowance and house rent worth Rs.9,00,000.00 was disbursed to the financially disadvantaged students which undoubtedly boost up them economically, academically and mentally too. However this process of financial assistance could not be continued due to non-availability of fund from UGC under this head.

5.3 Student Participation and Activities

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar

For the all-round development of the students, the College has a separate sports and cultural cell under IQAC which looks after the sports and cultural activities of the students. Every year various sports amenities are purchased as per recommendation of the cell. At present the college provides

Sports & Games like Football, Volleyball, Cricket, Badminton, Carom, Chess, Javelin & Discus Throw, Shot Put etc.

Sports and cultural cell encourages the students to participate in co-curricular and extra-curricular activities like quiz & debating competition, music, dance etc. The Annual sports week and youth festival provide ample scope to the students to participate in the events of his/her interest. Many of the students have successfully demonstrated their outstanding qualities in music and dance through their participation in the programmes following the occasion of Freshers' Meet, Annual Sports and Cultural week, Youth Festival. Some achievements of the students in the field of Sports and Game are:

1. The College team won the Champion Trophy in the Inter-College Cricket Tournament organised by Assam University, Silchar in 2011.
2. In 2005, the College football team won the Champion Trophy in the Inter-College Football Tournament held at D.S.A., Silchar
3. In 2014 the college team won the champions trophy in Badminton, Chess & Carom in the Inter-College sports competition organised by N.C.Colleg, Badarpur.

5.3.3. How does the College seek and use data and feedback from its graduates and employees, to improve the performance and quality of the institutional provisions?

The College generally conducts exit-feedback from the outgoing students. Through the feed-back information datas regarding the teaching learning and infrastructural facilities made available by the institution are collected. The Academic Monitoring Committee afterwards analyses the feed-back to evaluate the strength and weakness of the institution in realising the academic policy enshrined in the mission and vision of the College and forwards to the Management for implementation of the suggestion (if any) obtained from the out-going students. The Management considers the matter seriously and takes necessary measures for implementation of the suggestion on priority basis.

5.3.4. How does the College involve and encourage students to publish materials like catalogues, wall magazines, College magazine, and other material? List the publications/materials brought out by the students during the previous four acadmic sessions.

The College has a rich tradition of involving and encouraging its students to demonstrate their latent creative potentials through the College magazine, wall magazine and other available sources. The College magazine published annually is the main medium through which the students ventilate their creative efforts in terms of poems, short stories, articles etc. The magazine is published under the supervision of the Magazine Committee comprising the Editor, prof.-in-charge and departmental in-charge from English, Bengali and Manipuri departmenst considering the tri-lingual nature of the magazine. The deptt. of Bengali inspires its students to publish wall magazine which also exhibits literary talent of the students. It is worth

mentioning that recently a book "**Mukh O Mukush**" has been published by the department of Bengali which is the compilation of 73 poems composed by a student named **Wahid Mehbub Mazumder** of **4th Semester class**. The book was formally opened through a programme befitting the occasion. The mother of the poet and other dignitaries attended the programme and everybody appreciated the literary qualities of the poems of this rising poet.

The list of publications/materials brought out by the students during the previous four years are briefly mentioned below:

Name of the publication	Publisher/Editor	Year
Wall Magazine	M.C.Das College	2009-2010
College Magazine 'Prantashree'	M.C.Das College	2008
College Magazine 'Prantashree'	M.C.Das College	2009
College Magazine 'Prantashree'	M.C.Das College	2010
College Magazine 'Prantashree'	M.C.Das College	2012
College Magazine 'Prantashree'	M.C.Das College	2013
Mukh O Mukush	Deptt. of Bengali	2015

5.3.5. Does the College have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

Yes, the College has a students' Council. The College constitutes the Students Council through selection or election as per prevailing situation that conforms to the guidelines of the Lyngdoh Commission. The Students' Council of the College has constitution of its own. The constitution of the Students' Union of M.C.Das College, Sonai is provided below.

THE CONSTITUTION OF THE STUDENTS' UNION, M.C.Das College, SONAI, CACHAR

Whereas it is expedient to revise the Constitution of the College Students' Union, we, the students of M.C.Das College, Sonai, Cachar do hereby adopted the constitution here-in-after called "the Constitution of M.C.Das College Students' Union on 5 the day of the month of October of the year 2007 with a view to developing a healthy corporate life & to promote social, culture & moral activity, give to ourselves this constitution of the students union including guidelines contained in the Judgment dated 22-09-2006 passed by Hon'ble Supreme Court of India in SLA (c) 4295/ 2004 – Kerala University VS Connect principals on students union election in colleges & Universities.

Article I: The name of the students' union shall be M.C.Das College, Sonai Students Union.

Article II: AIM AND OBJECTS

The aim objects of the College Students Union shall be

- (A) to build up a healthy corporate life of the student community of the College, and strengthen it through cultural activities and physical exercise usefully directed towards development of the body and mind:
- (B) to develop and inculcate upon the members of the Students' Union the spirit of service to the community with integrity, tolerance and good understanding:
- (C) to develop the good qualities of management and leadership in the members; and
- (D) to foster and develop in the members of the Students' Union the qualities of good citizenship in a democratic set up through various extra-academic and/ or special activities.

Article III: GENERAL BODY OF THE STUDENTS' UNION

All live and regular students on the rolls shall be the members of the M.C.Das College Students' Union. A student shall cease to be a member if he/she is a defaulter or is suspended from the College by the Principal or is convicted in a court of law for offence amounting to moral turpitude. Live and regular students from this roll shall form the 'General Body' of the students' Union.

Article IV: EXECUTIVE BODY OF THE STUDENTS' UNION

There shall be an Executive Committee consisting of the following office bearers to successfully conduct the different activities of the students' union

- (A) The President: The Principal of the college shall be the ex-officio President.
- (B) The Vice- President: The post shall be reserved for second year degree students
- (C) The General Secretary: The post shall be reserved for 1st year degree students.
- (D) The Assistant General Secretary: The post shall be reserved for degree students.
- (E) The Editor College Magazine: The post shall be reserved for 1st year degree students.
- (F) The Sub-Editor College Magazine: The post is open for all classes.
- (G) The Athletic Secretary: The post is open for all classes.
- (H) The Assistant Athletic Secretary: The post is open for all classes.
- (I) The Music and Dramatic Secretary: The post is open for all classes.

- (J) The Assistant Music and Dramatic Secretary: The post is open for all classes.
- (K) The Literary Secretary: The post is open for all classes.
- (L) The Assistant Literary Secretary: The post is open for all classes.
- (M) The Debating Secretary: The post is open for all classes.
- (N) The Assistant Debating Secretary: The post is open for all classes.
- (O) The Common Room Secretary (Boys’): The post is open for all classes.
- (P) The Assistant Common Room Secretary (Boys’): The post is open for all classes.
- (Q) The Common Room Secretary (Girls’): The post is open for all classes.
- (R) The Assistant Common Room Secretary (Girls’): The post is open for all classes.

Save and except the President all the office bearers shall be elected by the General Body of Students’ Union.

Provided that

Clause (A)

1. The post of the Girls Common Room Secretary shall be reserved for girls’ student.
2. The post of the Boys Common Room Secretary shall be reserved for boys’ student.
3. The Principal in the capacity of president of the students union may under special circumstances increase or decrease the number of the office bearers.
- 4.

Article V: INCHARGES OF EXECUTIVE BODY

The every section students union shall remain under the supervision and guidance of a member of a teaching staff of the college designated as the professor in-charge of the students union appointed by the Principal time to time in the manner he/ she considers fit to act on his/ her behalf.

Article VI: MEETINGS

- (A) The Executive Committee shall meet at least once/ twice in an academic year to determine the general policy of the students’ union and to pass the budget or for any other matter covered by the aims and objectives of the Students’ Union. It shall be convened by the General Secretary with seven days notice.
- (B) Half of the total number of the members of the executive body shall form the quorum of the meetings of the executive body & the decision must be passed by two third majority of the union and the council shall be conveyed within the college premise by the general secretary with the previous permission of the President & shall be presided over by the president or his nominee in absence of the vice president & in his absence the

- members present of the meeting shall elect a chairman among themselves.
- (C) The general secretary shall maintain all proceedings of the meetings of the students union as well as of the Executive body.
 - (D) If any office bearer of the union remains absent for three consecutive meetings without any intimation to the president, his/ her post will be forfeited automatically.
 - (E) The president & the professor-in-charge of the students union shall have the power to participate in all meetings without the voting right. But the president of the union can cast his/her vote only in case of tie.

Article VII: Duties and Responsibilities of Office bearers:

- (A) **The President:** The President of the College shall be the ex-officio President of the Student' Union. He shall preside over the meetings of the General Body and Executive Committee of the Students' union.
- (B) **The Vice-President:** In absence of the President he shall preside over the meetings of the students' union. He is the leader of the students' union and is to guide and supervise the activities of all the sections and shall maintain the discipline of the college. He may decide any dispute amongst the sections of the students referred to him by the General Secretary or by any members of the Students' union.
- (C) **The General Secretary:** Meetings of the General body and the Executive council shall be convened by the General Secretary with concurrence of the president, and the proceedings of the meetings shall be kept by him. He shall organize Freshers' social, Farewell meeting, condolence meetings and social gathering etc. and in general shall perform all other functions not assigned to any particular section. He shall act as the co-coordinator amongst the different sections of the students' union.
- (D) **The Secretary Athletic Section:** The Athletic Secretary shall organize outdoor and annual sports. He shall arrange for inter-class competition from time to time. He may arrange for participation of college team in out door competitions with the concurrence of the professor in charge.
- (E) **The Secretary Boys Common Room:** The Secretary Boys Common Room Secretary shall organize competitions indoor games and in annual sports for boys. He shall arrange for inter-class competition from time to time for boys. He may arrange for participation of college team in indoor games competitions for boys with the concurrence of the professor in charge. He shall arrange News paper for the boys' common room with the concurrence of the professor in charge.

- (F) The Secretary Girls' Common Room: The Secretary Girls' Common Room Secretary shall organize competitions indoor games and in annual sports for girls. She shall arrange for inter-class competition from time to time for girls. She may arrange for participation of college team in indoor games competitions for girls with the concurrence of the professor in charge. She shall arrange News paper for the girls' common room with the concurrence of the professor in charge.
- (G) The Magazine Editor: The Magazine Editor shall collect writing articles from the students and teachers and submit those articles to the editorial body for scrutiny and correction. He/She shall publish college magazine 'PRANTASHREE' within the session in consultation with professor-in-charge and concurrence of the President.
- (H) The Secretary Literary Section: The Secretary Literary Section shall foster the literary activities of the students by preparing wall papers, wall magazine by organizing literary activities and by editing wall magazine at least one issue in a year.
- (I) The Secretary Music and Drama: The Secretary Music and Drama shall arrange and organize Music and Drama performances and will arrange for the competition in various aspects of Music and Drama. He/She may arrange for participation of college team in the competitions in the other college / universities / or any other institute with the concurrence of the professor in charge.
- (J) The Secretary Debating Section: For the purpose of developing debating faculties of the students the secretary debating section shall organize debate at least once in a year and also arrange debating competitions among the students. He/She may arrange for participation of college team in the competitions in the other college / universities / or any other institute with the concurrence of the professor in charge. He/She may also organize inter collegiate debate exhibition & competition.
- (K) Assistant Secretaries: They shall assist the respective secretaries in discharging their duties and shall perform duties arranged to them by the secretaries. In absence of any secretary, the assistant secretary may be directed by the President to assume the charge of the secretary concerned with concurrence of the respective Professor-in-charge and in case of long absence or transfer to some other college or vacancy the post of the secretaries, the principal may place the respective assistant secretary in charge of the general secretary or a secretary in –charge of any section. In the case of vacancies in both the offices of secretary and the assistant secretary or otherwise of any section, the President shall appoint one on the recommendation of the general council. The consent of

members concerned shall have to be taken before recommending his name.

Article VIII: FREQUENCY AND DURATION OF ELECTION PROCESS

- (A) Campaign period should not exceed 7 days.
- (B) Elections should be held between 6 to 8 weeks from the date of commencement of the academic session.

Article IX: ELIGIBILITY CRITERIA FOR CANDIDATES

- (A) The students between the ages of 17 and 22 may contest election.
- (B) The candidate should in no event have any academic arrears in the year of contesting the election.
- (C) The candidate should have attained the minimum percentage of attendance as prescribed by the university/ council of 75% attendance, whichever is higher.
- (D) The candidate shall not have a previous criminal record, that is to say he should not have been tried and / or convicted of any criminal offence or misdemeanour.
- (E) The candidate shall also not have been subject to any disciplinary action by the University/ Council authorities.

Article X: ELECTION – RELATED EXPENDITURE AND FINANCIAL ACCOUNTABILITY

- (A) The maximum permitted expenditure per candidate shall be Rs.500/-
- (B) Each candidate shall within one week of the declaration of the result submit complete and audited accounts to the college authority if it is asked for.
- (C) The election of the candidate will be nullified in the event of any non-compliance or in the event of any excessive expenditure.

Article XI: CODE OF CONDUCT FOR CANDIDATES OF ELECTION AND ADMINISTRATOR

The code of conduct for candidates of election & administrator are as follows

There shall be one returning officer (Vice-Principal or a senior most teacher) & two election officer to be appointed by the Principal in consultation with teachers' council to administer & conduct the entire process of election.

A candidate contesting election must have to obey the following code of conduct:-

- (A) No candidate shall indulge in any activity which may aggravate existing differences or create mutual hatred or cause tension among

different castes, communities & religious or linguistic or between any group(s) of the student.

- (B) Criticism of the candidate when made shall be confined to their policies & programs, past record & work. It should not be related with all aspects of private life not connected with the public activities.
- (C) There shall be no appeal to caste or communal feelings for securing votes.
- (D) No candidate shall be permitted to make use of printed posters, pamphlets for canvassing, to carry out processions or public meetings inside & outside the college campus & to use loudspeakers vehicles for the purpose of election. Platform lectures inside the classrooms by the candidates are allowed.
- (E) Candidate shall co-operate with the officers on election duty to ensure peaceful & orderly polling & complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction.
- (F) The candidate without a valid pass from the authority cannot enter the polling booths. But at the time of casting his/ her vote he/ she can enter the polling booth producing his/ her identity card.
- (G) Any contravention of any code of conduct may make the candidate liable to be stripped of his/ her candidature or his/ her elected post as the case may be. Moreover the college authority may take disciplinary action amongst such a violator.
- (H) During the period of the elections no person, who is not a student on the rolls of the college, shall not be permitted to take part in the in the election process in any capacity.

Article XII: ELECTION SCHEDULE

Election Schedule will be maintained in the following stages-

- (A) Date & time of the election will be declared by the principal in consultation with the Teachers Council.
- (B) Nomination papers will be submitted by the willing candidates within after two days of the election notification.
- (C) Willing student must submit his/ her nomination as “Independent” & not on political party/ organizational basis in order to prevent the entry of politics. Revealing his/ her affiliation to any party/ organization shall render him/ her disqualification for election.
- (D) Willing student to contest the election is eligible to the nomination for a single post only.
- (E) In the next day of scrutiny of nomination papers & withdrawal of nominations will be completed.
- (F) Final list of contesting candidates will be published in the next day.
- (G) Election will be conducted within five days of the publication of the final list & result will be announced in the same day.
- (H) Oath taking ceremony will take place within the next 10 days.

NB: Minor changes in the election schedule may be effected by the Principal/ Officer if situation calls for.

Article XIII: FEES & SECURITY MONEY FOR NOMINATION

- (A) Fees & security money to be paid by the candidates are subject to change from time to time. The rates will be announced in due time.
- (B) Fees include cost of nomination papers it will be rupees ten per nomination form.
- (C) Nomination fee: It is to be paid by a candidate who submits nomination. Nomination fee is non-refundable. He will be supplied by the polling agent forms and voter list cost of rupees fifty only.

Article IX: CASTING OF VOTES BY THE VOTERS

The voter having identity card, fee card and wearing college uniform can cast his/ her vote in secret ballot. Voting hours will be from 10 a.m. to 1 p.m. For the proper management of the election, the college authority shall appoint impartial observers from among the teachers who will look after the proper election process. More over the college authority may install security forces in order to maintain law & order in the college campus & to provide security to the candidates & voters.

Article X: COUNTING OF VOTES AND THE ANNOUNCEMENT OF THE RESULT

Counting of votes will be held on the day of election from 2 p.m. & the candidate securing the highest number of votes in each portfolio will be declared elected. In case of the tie for any post, it will be declared by lottery. The winning candidates will take oath of office within 10 days of the announcement of the result & the date will be decided by the principal of the college.

Article XI: TERM OF OFFICE

- (A) Term of office of the office bearers of the Executive body of the students union will be from the date of oath taking to the date of notification of the next year election of the executive body of the students union. But the term of office may be extended by the Principal of the college if situation demands.
- (B) Provided that the office bearers who remain live and regular student of the college even after their tenure may be allowed by the President to continue as care takers office bearers till the new office bearers are elected

Article XII: IMPEACHMENT, REMOVE OR RESIGNATION OF THE OFFICE BEARERS

- (A) An office bearer may be removed from his/ her post if a no confidence motion is moved & passed. A no-confidence motion may be moved against an office bearer if a petition to this effect is submitted to the president of the union (Principal) signed by at least half of the elected members of the students union. Discussion of voting on the no-confidence motion will be held on such a date & time as fixed by the President. If the motion is passed by at least two thirds of the elected members of the executive body the concerned office bearer will be removed from the office with immediate effect.

- (B) The president of the students union shall have the discretionary powers to forfeit the office of any office bearer if he/ she is involved in any anti-college activity.
- (C) An office bearer also may resign from his/ her office due to ill health or any other personal affairs.
- (D) In case of vacancy due to removal or resignation of any office bearer, the president of the students union (Principal of the College) discussing with Professor in charge of the students union, Vice Principal & General secretary of the students union may nominate any regular student of the college for the vacant post/ posts.

Article XIII: STUDENTS UNION FUND

- (E) To meet the various expenditures related to the activities of the students union, there is a students' union; there is a student's union fund which is formed taking of students' union fees from each student at the time of admission. The executive body of the students' union will allocate this fund among the office bearers in budget meeting in consultation with President and Professor in charge and this expenditure is subject to audit.
- (F) All vouchers should be counter signed by the respective Professor in charge and President.
- (G) Expenditure statement will be submitted by the respective Professor in charge.
- (H) There shall be a "M.C.Das College Students' Union Fund" to be operated by Principal. He will release the fund when Professor in charge of any/ all section will place a demand of money for the students' union purpose.
- (I) Students Union Fee is fixed Rupees 80/-. The allocation of fund will be done at the time of budget.

Article XIV: AMENDMENT OF THE CONSTITUTION

The college authority preferably in consultation with the Teachers Council is entitled to amend some existing rules and/ or to frame a new constitution keeping in view the changing needs and prevailing circumstances. The constitution will be amended if 75% of the students demand with this objective.

5.3.6. Give details of various academic and administrative bodies that have student representative on them.

The students are the Principal stakeholders of a College and all activities of our institution centres round the students and aim at their benefit. Hence the participation and active involvement of the students in every curricular, co-curricular and extra-curricular activities are deemed to be indispensable. Accordingly our institution ensures the representation of the students to various academic and administrative activities of the College. Library and Book Bank Committee, Milad & Swaraswati Puja Committee, have students representatives. The IQAC of the College has also one student representative.

The College has an active Alumni Association which has been formed to connect its old students with their Almamater so that the ex-students can express their gratitude by using their good will to keep the institution serve the deprived and economically disadvantaged students community of this remote area of Barak Valley. The Association formed with these objectives has proved its worth by its active involvements in all developmental activities especially the extension educational programmes. Some of the activities like freshers' meet, annual sports week etc. turn out to be get-together programmes of the ex-students with the new. The re-constituted Alumni Association headed by Dr. Mahmud Hussain Barbhuiya (M.A., LL.M., Ph.D.) has taken the initiatives of setting up a Legal-Aid-Clinic at our College which aims to provide legal assistance to the under privileged people of this remote area.

5.3.7. How does the institution network and collaborate with the Alumni and former faculty of the Institution.

The college maintains a good relationship with the Alumni and former faculty of the institution. Meetings with them are held from time to time on various matters.

Any other relevant information-

(a) To provide opportunities for community based life-long learning by offering courses of general interest to the community a proposal was submitted to the UGC for establishing a community College which would be a College within College. The proposed College was designed to offer the following courses-

- (a) Jute processing.
- (b) Tea Plantation & Manufacturing Process.
- (c) Field Management Practices in Tea.
- (d) Basic and Advanced Training on Jute & Jute diversified products.

(d) Tea manufacturing process.

The courses of the proposed community College were prepared in co-operation with Moniarkhal Tea Estate and Assam Golden Fibre Jute Park. However, for a small error in the course-structure, the proposal has been rejected by the UGC and the Management has decided to re-submit the proposal in the current session by making necessary correction in the course structure.

(e) In compliance with the decision of the State Government regarding conversion of a few existing degree Colleges to Model Degree Colleges detailed Project Report has been submitted by the College for conversion of M. C. Das College into a Model Degree College which if receive sanction will be an outstanding achievement for the College.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1.1. State the vision and mission of the institution and enumerate on how the mission statement defines the institutions distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institutions traditions and value orientations, vision for the future, etc?

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 28th 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 facilities of their urban counterpart. The College Also cherishes a vision of providing access to higher education to the women of this remote part of Barak Valley, backward both from the economic and educational point of view. The College can now boast 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 esthetic 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 enlightened 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.
- To enhance Technological support in the teaching-learning process to facilitate students to cope up with the increasing demand of IT.
- To facilitate rural female learners to have access to higher quality education.
- To develop scientific thinking (scientific temper) among the teachers and students.
- To convert the manual system of activities especially the administrative and library services to a completely automated environment to ensure smooth and faster rendering of these services.

6.1.2 What is the role of top management, principal and Faculty in design and implementation of its quality policy and plans

Role of top management (Governing Body) - The Governing Body of the College is the main authority to frame and implement all academic, infrastructural and financial policy of the College. All appointments (teaching & non-teaching) are made by the Governing Body in accordance with the role of the UGC and that of the State Government. However appointments are subject to the approval of the Director of Higher Education.

Principal - The academic, administrative and infrastructural development of an institution mainly depend upon the efficiency and integrity of the Principal. Hence the role of the Principal is considered to be most crucial. But unless he/she is assisted by the faculty members he/she cannot lead the College on the proper track. The Principal is quite aware of his role and the hurdles that might deter him from achieving the desired goal. As such a cordial atmosphere has been created by him in co-operation with the faculty members by decentralising his power and functions. The decentralisation has been done

through constituting different committees and cells and above all the IQAC to conduct academic, infrastructural and extension activities. The Principal also monitors staff attendance, self appraisal reports of the faculty members, teaching-learning process and provides necessary suggestion to the respective departments.

Faculty - The faculties take keen interest in imparting quality education to the learners. They strictly adhere to the Academic Calendar prepared at the very beginning of the academic session and accordingly conduct their classes so as to complete the prescribed syllabus within the stipulated time. All the faculties are involved with one committee or the other formed under IQAC to discharge diverse duties assigned to them. The faculties maintain a well balanced relation with the students and continually encourage them to ensure physical, mental and intellectual development of their body and mind. The faculties deliver lectures, organise seminars, workshops. They arrange discussion and interact with students to develop their personality, conduct tutorials and remedial coaching classes and evaluate the performance of the students. They help to strengthen and enrich the learning process. The faculties attend regional, state and national level seminars to enhance their knowledge level and keep them abreast of the emerging trends in the teaching-learning process. The faculties also endeavor to inculcate in students civic responsibilities by conducting cleanliness drives, awareness programmes on diverse issues like AIDS, Diabetes, Blood Donation, Women Empowerments Child Labour etc.

Faculty members are encouraged to make use of faculty development programmes by attending orientation course/refresher course. Research activity is one of the major components for academic enrichment and due importance is given by the faculties in this field of academic exercise. As many as six faculties during the last 5 years have conducted MRPs and all the projects have been completed and submitted to the concerned authority. Two of the faculty members obtained Ph.D. in 2009 and 2014 respectively and three others have registered for Ph.D. One of the faculties is a member of the Academic Council of the Affiliating University. The predominant method of teaching is the traditional lecture method and so the faculties are being

encouraged to use technological support available in the College. All the faculties have been provided with Laptop to encourage them to apply power-point presentation in the class room thereby shifting from chalk and talk method to technology supplemented method.

Implementation of Quality Policy and Plans:-

The quality enhancement policy of the College mainly rests with the IQAC under which various cells viz. Academic Monitoring Cell, research and Publication Cell, Health Care Unit, library development committee etc. have been working in collaboration with one another.

6.1.3. What is the involvement of the leadership in ensuring:

The Policy Statements and action plans for fulfillment of the stated mission:-

The Head of the institution makes periodic assessment of the policy statement and action plans for fulfillment of the stated mission by holding meetings with the faculties and other stakeholders as and when required. The quality enhancement initiatives undertaken by the IQAC in co-operation with various cells and sub-committees working under it are monitored constantly by the Principal being the chairperson of the cell.

Formulations of action plan:-

The plan of action chalked out by the IQAC with regard to academic information and co-curricular and extra-curricular activities is submitted to the Principal towards the beginning of the session. On receipt of the action -plan the Principal after threadbare analysis places it before the Governing Body and the Governing Body after making necessary omissions and commissions gives its approval to incorporate it in the institutional annual budget. The plan of action afterwards gets to be implemented phase wise depending upon the availability of fund from concerned sources.

Interaction with stakeholders:-

To ensure the involvement of all stakeholders to materialise the vision and mission of the College the Principal makes all out efforts. Regular interactions with teaching staff are conducted to evaluate the performance of the faculties. The meetings of the Governing Body are arranged to exchange views on important issues concerning appointment, infrastructural development, promotion of faculties and non-teaching staff, annual plan of action received from the IQAC, preparation of annual budget etc. The Governing Body gets thoroughly apprised of the issues by the Principal before according its approval for necessary implementation. The principal also holds meetings with the students union prior to the celebration of Annual Milad, Swaraswati Puja, Annual Sports, Youth Festival and other such programme as are arranged under the direct initiatives of the students and gives them necessary suggestions for smooth conduct of the programmes. The guardians and the students have easy access to the Principal at any time during the College hours for any problem or purpose and the Principal extends his helping hand as per requirements.

Proper support:-

Principal allows a free hand to the faculties and other staff to prepare plan of action. The Principal also allows free hand to the IQAC to prepare Annual Plan of action for infrastructure, academic and extension education initiatives. The authority arranges meeting with different committees/cells working under IQAC to obtain feedback which help him to analyse various needs felt by the institution and the feasible concepts are tried to be materialised for improvement of quality of the academic system. Consultation are held with guardians/alumni, students union and the community surrounding the College by arranging programmes through Parents-Teachers Association, Alumni Association, Students Union and Extension Education Centre of the College respectively.

Reinforcing the culture of excellence

The College adopts various techniques to reinforce the culture of excellence in the diverse institutional activities through various committees formed with the involvement of faculty and other staff of the College to ensure this. The committees functioning to achieve this goal are Academic Monitoring Committee, Research and Publication Cell, Health Care Cell, Extension Education Centre and Career Guidance Cell. The College celebrates national and international days of importance like Independence Day, Rabindra Jayanti, Nazrul Jayanti, Death Anniversary of Tikendrajit, World Environment Day etc. amidst elaborate programme to imbibe the spirit of culture, patriotism and ethical values among the students.

Championing Organisational Change

The Management is very well aware of the fast changing educational scenario in and abroad and efforts are accordingly made to bring necessary changes in the prevalent organisational set up as far as practicable. While undertaking any new venture the management holds meeting with the various committees/cell/units under IQAC and the suggestion obtained from them is given due weightage. The students and guardians are also taken into confidence prior to the implementation of any concept. Keeping in mind the growing need of technological support in the teaching-learning process the management has taken keen interest to promote technological application by providing smart board, LCD projectors, internet facilities, computers, laptops etc.

6.1.4. What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

To monitor and evaluate policies and plans of the institution for effective implementation and improvement there are some cells/sub-committee/centres under IQAC. The following are cells/committees functioning under IQAC with specific responsibility assigned to them. The cells/sub-committees prepare their own guidelines and function accordingly. All the cells/committees/centres are accountable to the IQAC and the IQAC to the head of the institution.

Following are the Committees/Cells/Centres working for quality enhancement:

1. Internal Quality Assurance Cell
2. Admission Committee
3. Academic Monitoring Committee
4. Anti-Ragging Squad
5. Health Care Unit

6. Sports and Culture Committee
7. Library Development Committee
8. Grievance Redressal Cell
9. Finance Committee
10. Extension Education Centre
11. Research and Publication Cell
12. Construction Committee
13. Purchase Committee
14. Womens' Cell
15. Career Guidance Cell
16. Beautification Cell
17. Parents Teachers Association
18. NSS
19. NCC
20. Red Ribbon Club

6.1.5. Give details of the academic leadership provided to the faculty by the top management?

The Governing Body of the College takes a direct and close interest in the day to day activities of the College with the Principal as the secretary being available and accessible to all the faculty any time throughout the working hours.

The role and responsibilities of all the teaching and non-teaching staff are clearly defined without any overlapping so that administrative and support services are efficiently managed in the College. By encouraging the efficient and active performers and motivating the slow performers the management plays a positively professional and transparent role.

The Principal enjoys freedom in taking decision pertaining to academic and other relevant issues. He also enjoys right to take financial decision keeping conformity with the fund allocation. The academic activities get decentralised through the Vice-Principal, co-ordinator of the IQAC, departmental heads, convenors/organisers/ editors of different committees, cell and centres under IQAC. By enjoying this leadership some of the faculties have proved their efficiency in organising national level seminar, workshop, awareness programmes and also as editors of books on research articles of Seminar and workshop proceedings, College magazine, departmental magazine etc.

6.1.6. How does the College groom leadership at various levels?

The College aims to groom leadership at various levels through the following practices-

1. Students leadership is groomed through the formation of Students' Union, NSS and NCC. The academic leadership of the students is groomed through the publication of College magazine with a student as Editor. The students are also encouraged to develop leadership quality by participating in debating and quiz competition, sports and cultural programme, extempore speech competition etc. Their representation to the IQAC also keeps grooming their leadership.

2. The faculty members are encouraged to achieve & develop leadership qualities through their involvement in different cells and/committees.

3. The management and the institutional Head provides ample scope to the faculty by empowering them as convenors/organiser/co-ordinators of various cells, committees, sub-committees and representative to the Governing Body. By empowering faculty member as Prof.-in-charge to the students union the faculties are given to prove their worth in managing the vibrant young learner with regard to arrangement of various co-curricular and extracurricular activities. Faculty members having sincerity, dedication and integrity are promoted to IQAC co-ordinator. The Annual College Magazine is a noteworthy platform that grooms academic leadership and hence members with adequate language proficiency, editing skill and techniques are generally selected as Prof.-in-charge of the College magazine. Besides, by appointing teachers as Asstt. Officer-in-charge and also allowing them to act as Head Examiner, Head Scrutinizers, the Zonal Officer the faculties are allowed to have exposure to wider academic area which invariably help grooming leadership.

- The Alumni Association also plays a great role in grooming leadership qualities of our ex-student by involving them in various programmes conducted by the College where they deliver speech, interact with persons of high repute and give suggestion for the development of their almamater. While doing so unconsciously they emerge as leaders and gradually become acceptable to the society as promising persons.
- There are a number of committees and cells under the IQAC entrusted with specific academic, curricular and co-curricular duties and responsibilities and are given autonomy to prepare policies, strategies and guidelines of their respective committee/cell without any interruption by the management or Head of the institution, However the performance of the cells/committee are monitored by the Principal and provide needful suggestions. The vice-principal prepares class

routine in consultation with all the Heads of the department to have a judicious accommodation of classes of the entire department. The departmental Heads are given full- liberty to decide their internal issues like allotment of classes to the concerned departmental teachers, conduct of unit test, distribution of lessons/units among teachers, conduct of tutorial or self-financing course relevant to the department, maintenance of self appraisal report of the teachers of the concerned department etc.

6.1.8. Does the College promote a culture of participative management? If 'yes' indicate the levels of participative management.

Yes, the College promotes participatory management. The management takes a direct and close interest in the day to day activities of the College with the Principal as the Secretary being available and accessible to the faculty and students throughout the working hours. Besides, to ensure participation of its stakeholders for effective and smooth conduct of different activities of the institution the following committees/sub-committees/cells/units/centres have been formed with IQAC at the helm of the affairs.

1. Internal Quality Assurance Cell
2. Admission Committee
3. Academic Monitoring Committee
4. Anti-Ragging Squad
5. Health Care Unit
6. Sports and Culture Committee
7. Library Development Committee
8. Grievance Redressal Cell
9. Finance Committee
10. Extension Education Centre
11. Research and Publication Cell
12. Construction Committee
13. Purchase Committee
14. Women's Cell
15. Career Guidance Cell
16. Beautification Cell
17. Parents-Teachers Association

18. NSS
19. NCC
20. Red Ribbon Club

6.2. Strategy Development of Deployment

6.2.1. Does the institution have a formally stated quality policy? How is it developed, driven deployed and reviewed?

Yes, the institution has formally stated quality policy. This policy is reflected in the mission and vision of the College and the entire strategy is designed with a view to achieving the ultimate objectives. The IQAC of the College has been formed to materialise this mission and vision of the College by driving and deploying the policy through active involvement of different stakeholders. The IQAC constantly monitors and evaluates the activities of various stakeholders through the cells and sub-committees and suggest the management for taking needful remedial steps as and when necessary.

6.2.2. Does the institute have a perspective plan for development ? If so, give the aspects considered for inclusion in the plan.

Yes, the College has a perspective plan for development. The following are plan for development for the session 2014-2015.

A. Development of Infrastructure

1. To construct two numbers of smart classes.
2. To renovate two numbers of class room.
3. To submit proposal to the concerned Ministry for conversion of existing College into a Model Degree College under MSDP.
4. To construct departmental chambers for all departments viz. English, Bengali, Manipuri, Persian, Economics, History, political Science and Philosophy.
5. To renovate boys and girls common room.
6. To renovate canteen.

Development of teaching Aids(Academic Development)

1. To submit proposal to open IGNOU Study Centre.
2. To complete library automation.

3. To install CC Camera at important points of the institution to maintain high order of discipline and work culture.

4. To purchase the following equipments/teaching aids to improve teaching-learning.

(a) 2 CPU, 2 Interactive White Boards, 3 nos. of LCD Projector, 2 nos. of UPS, 2 documents visualiser, 2 Digital Audio-Podium and Ceiling mount kit for two smart classes.

(b) Audio-Podium - 1 piece.

(c) Digital Interactive Podium with inbuilt CP.

(d) 8 channel, 12 nos. of CC camera with two monitors. (10 numbers)

(e) Wi-Fi enabled campus.

(f) Laptop - 10 nos.

6.2.3. Describe the internal organizational structure and decision making processes

The Governing Body is the supreme decision making authority. The G.B. is constituted in accordance with the rule of the Assam Government vide Assam College Employees (provincialisation) act, 2005. The Principal as the Secretary of the Governing Body taking prior permission from the President of the G.B. convenes meeting of the G.B. as and when needed and adopts resolution on various agenda items after threadbare analysis and subsequently get the resolutions implemented. Apart from the Governing Body there are some other committees empowered to take decision especially pertaining to academic affairs. There are- 1. Internal Quality assurance Cell 2. Academic Monitoring Cell 3. Research and Publication Cell.

6.2.4. Give a broad description of the quality improvement strategies of the institution for each of the following.

Teaching and Learning

To ensure improvement in empowerment of teaching-learning the College employs the following strategies.

1. Admission policy is framed and governed by the Admission Committee to ensure transparency and judicious screening.

2. To acquaint students with information relating to the admission, examination and all other academic matter including percentage of class attendance prospectus is provided to the student along with the admission form.

3. Detailed Academic Calendar is made available to the faculties and also to the students through prospectus well ahead of the academic session.

4. To ensure the completion of whole Syllabi within the time prescribed work diary is strictly maintained by the faculty.
5. Tutorial classes are conducted for slow learners.
6. Remedial Coaching Classes are conducted for SC/ST/OBC & Minority students.
7. Financial assistance is provided to economically disadvantaged students from distressed students fund.
8. Feed-back, continuous evaluation of the performance of students is done through Unit assignment and interactions in the class.
9. Technological supports are being provided to the faculty and students through internet access. Computers and laptops, smart class, smart board etc.
10. CC Camera have been installed to monitor internal discipline and security.
11. Academic Monitoring Committee, Career Counseling Cell and other committees under IQAC remain active round the session to ensure quality improvement.
12. To widen the outlook of the students educational tours are conducted annually.
13. College magazine is published annually.
14. Research and publication cell takes initiative to publish books authored by the students.
15. National Level seminar and workshop are arranged under the initiatives of the faculty.
16. User orientation programmes are arranged to sensitise teachers and students on the application of the facilities available in the library.

Research Development

To promote Research culture the College makes the following efforts:

1. Faculty members are encouraged to arrange seminars and workshops.
2. Faculty members are encouraged to undertake research projects.
3. Teachers are encouraged to pursue for Ph.D.
4. Research and Publication Cell endeavours to publish books authored by the teacher and students.
5. Faculty members are encouraged to attend, present papers in National Seminar.

Community Engagement

The College was established with the mission to provide educational empowerment to a predominately rural population to impart higher education to weaker sections of the society and for educational enrichment of the female population. As such it is committed to engaging itself to deliver community beneficial programmes to the maximum possibility. Keeping this view in mind the Extension Education Centre, Women's' Cell and some other cells were constituted under IQAC to undertake community engagement programmes regularly. Under the aegis of the centres the College volunteers to arrange various programmes for the well-being of the community. Some of these initiatives are mentioned below.

1. The Cell organised Cataract Detection Camp, Diabetes Diagnosis and Diabetes Awareness Camp at some villages of the constituency.
2. Blood Group diagnosis camps are organised for the student as well as mass people. The record of the students and people having rare Blood are kept for emergency purpose.
- (3) Legal Aid Clinic has been set up at the College to facilitate the under privileged people by providing legal aid in collaboration with District Legal Services Authority the Secretary of which happens to be the President of the Alumni Association of the College.
- (4) Awareness programmes on Women Empowerment are arranged by the Women's Cell to sensitise women about their rights.
- (5) Free Health Check-up programmes are arranged for women by the Women Cell in co-operation with doctors of Silchar Medical College.

Blood Donation Camp are organised by the Red Ribbon Club in collaboration with Silchar Medical College and students are motivated to donate blood for the cause of the society.

Human Resource Management

1. Faculty members and non-teaching staff are recruited as per guideline of the UGC and state government.
2. Staff meeting are held frequently for reviewing teaching programme.
3. Harmony that prevails among students, teaching and non-teaching staff and Management adds strength to the College.
4. There is an active presence of NSS and NCC in the College with a band of enthusiastic volunteers.
5. The College is involved in various community building exercises through its effective extension work.

6. The College extends help to economically poor students.

7. The College has a substantial participation of teachers in the governance and management of the College through the Governing Body, IQAC, Construction and Purchase committee etc. Most of the teachers have additional responsibilities for various activities of the College.

8. Student empowerment is ensured by forming Students Union annually through election/selection and the Students Union actively attends to students needs.

Industry Interaction

Industry interaction has not yet been made by the institution. However an attempt has been made to develop co-ordination with two industries namely Maniarkhal Tea Estate and Assam Golden Fibre Jute Park. The Chief executives of both the industries happen to be executive members of the IQAC and they have shown their eagerness to develop the co-ordination especially for the benefit of the students of the Commerce Stream for entrepreneurship development.

6.2.5. How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

The Principal ensures the availability of adequate information through College prospectus and College website. The feedback received from the stakeholder are reviewed and in consultation with the IQAC appropriate measures are taken. The top management is regularly intimated about all major activities and feedback to initiate needbased measures.

6.2.6. How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

The top management of the College takes a direct and close interest in the day to day activities of the College with the Principal as the Secretary being available and accessible to all faculty and students at any time throughout the working hours. The role and responsibilities of all the non-teaching staff are clearly defined without any overlapping so that administrative and support services are efficiently managed in the College. By encouraging the genuine and active performers and monitoring the slow performers the management plays a positively professional and transparent role. The College has a substantial participation of teachers in the Governance and purchase committee. Most of the teachers have additional responsibilities for various activities under different cells/sub-committee/units/centre under the IQAC.

6.2.7. Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

The resolutions adopted by the Governing Body during the last year are detailed below in tabular format

Sl. No.	Date of meeting	Resolution No.	Matter	Status
01	26-04-2014	02	Approval of the reports of the departmental promotion committee for promotion of S.K.Deb, Vice-Principal of the College from stage-3 to stage-4(Associate Prof.)	DPC report forwarded to the DHE and promotion accorded
		03	Approval to the report of the DPC for promotion of Mrs. Kanika Nath, Asstt. Prof. in the deptt. of Philosophy from stage-3 to stage-4(Associate Prof. rank)	DPC report forwarded to the DHE and promotion accorded
		04	Departmental Promotion Committees report for promotion of Sri P.C.Das, Asstt. Prof. in the deptt. of Philosophy from stage-3 to stage-4	DPC report forwarded to the DHE and promotion accorded
		05	DPC report in connection with the promotion of Dr.Abdul Khalique Laskar, Asstt. Prof. in the deptt. of Persian to the stage-2	DPC report forwarded to the DHE and promotion accorded
		06	Formation of a selection committee for upgradation of Gr.-IV non-teaching staff to Junior Asstt. post.	Committee formed and interview conducted as per rule.
		07	Re-constitution of the IQAC as per latest guideline of NAAC	Committee re-constituted
		08	Formation of various committees/cell under IQAC	Committees/cell have been re-constituted
			Re-structuring of the	Re-structured fee came

		09	Admission fee of both H.S. and Degree classes for the session 2013-2014	into effect from 2013-2014 session
		10	Submission of letter of intent to NAAC within the stipulated time	Letter of Intent submitted to NAAC on 10 th August,2014
		11	Approval of the utilisation of UGC fund for purchase of additional equipments/teaching aids	Equipments/teaching aids purchased
		12	Allotment of fund for infrastructural development as per Action Plan prepared by the IQAC	Fund allotted from Working Fund, Miscellaneous Fund and UGC Fund
		13	Action Plan prepared by the IQAC for various academic and infrastructure development activities	Action Plan for the session 2013-2014 approved

Sl.No.	Date	Resolution No.	Matter	Status
1	30-08-2014	02	Report of the Departmental promotion Committee (DPC) in connection with the promotion of Mrs. Mangala Laisram from Asstt. Prof. (Grade Pay 6000/-) to Asstt. Prof. stage-2 (Grade Pay Rs. 7000/-)	Report forwarded to the DHE and promotion accorded
2		03	Upgradation of Sasanka Fulmali from Gr-IV post to the Junior Asstt. post conforming to the promotion policy of Gr.-IV to employee in the ratio 75-25	Report forwarded to the DHE and promotion accorded
3		04	Income-Expenditure statement for the financial year 2013-2014	Income-Expenditure approved
4		05	Report of the Promotion Committee for upgradation	Upgraded to Jr.Asstt. post

			of Sasanka Fulmali	
5		06	Utilisation of the grant from DHE	Amount utilise approved
6		07	Utilisation of Additional grant received from the UGC	Amount utilised and expenditure approved
7		08	Purchase of equipment worth Rs. 9,99,455/- received from the UGC	Equipment purchased
8		09	Adjustment of Dr. Nirmala Singha against the vacant post in the deptt. of Manipuri	Adjustment report has been forwarded to the DHE for necessary action and order of approval is awaited
9		10	Upgradation of Mangala Laisram as HOD of Manipuri	Upgraded as HOD
10		11	Annual Budget proposed by the Finance and Planning Cell	Budget approved
11		12	Re-constitution of the Construction Committee	Committee re-constituted
12		13	Re-constitution of the Budget and Planning Cell	Committee re-constituted
13		14	Re-constitution of the purchase committee	Committee re-constituted
14		15	Spot-inspection of the following construction/renovation works to assess the quality and progress of the work. 1. Renovation of the Canteen & Boys' Common Room 2. Repairing of veranda of the Assam Type building in the East Block 3. Constitution surface drain 4. Construction of boundary wall 5. Renovation of girls common room. 6. Renovation of office	All the renovation and construction have been completed

			room. 7. Renovation of the corridor of the administrative building 8. Renovation of class (Hall No.-1) and veranda 9. Earth filling work in the East Block 10. Renovation of Teachers' Common Room.	
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6.2.8. Does the affiliating University make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

N/A

6.2.9 How does the institution ensure that grievances/complaints a promptly attended to and resolved effectively? Is there a mechanism to analyse the nature of grievances for promoting better stakeholders relationship?

The College puts great emphasis on academic excellence as well as administrative efficiency and discipline. It is apprehended by the College authority that any simmering discontent among the students as also the members of teaching and non-teaching staff may sow seeds of indiscipline among the students and staff and may vitiate the academic atmosphere and may also adversely affect the administrative efficiency in the long run. With a view to avoiding such an undesirable situation, the College authority constituted the 'Grievance Redressal Cell' in this institution.

Grievance Redressal cell examines a grievance and determines whether the grievance has any real basis what so ever and also takes necessary measures preferably through conciliatory method for removing the grievance, if it is found to be real. In case the grievance is against the authority and the applicant is an individual/group of individuals, redressal will mean representing the grievance before the appropriate authority with recommendation, the committee deems fit and proper.

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

No court cases have been filed by and against the institution.

6.2.11. Does the institution have a mechanism for analyzing student feedback on institutional performance/ If ‘yes’, what was the outcome and response of the institution to such an effort?

Yes, the institution collects Feed Back from the outgoing students immediately after declaration of the final result. The feedbacks received from the students are used for necessary improvement of the teaching learning or infrastructural facilities as per suggestion in the succeeding session.

Analysis of Students’ Feed Back – 2013-2014

1. 30% students have opted for higher education instead of seeking job. This trend shows that higher education is still a fascination for the graduates.

2. 20% the students offering Persian as an elective subject have expressed their view that the subject should be introduced in the affiliating University.

3. Regarding quality of teachers/favourite teachers, opinions varied.

4. Almost all the students have expressed their satisfaction over the overall performance/facilities provided by the College.

5. All the outgoing students have volunteered to be the member of the Alumni Association of the institution which expresses their hearty feeling for the College.

6. 60% of the students sought further enhancement of books and journal in the Central Library.

7. 75% of expressed their satisfaction over the enhanced technological supports made available in the institution.

6.3. Faculty Empowerment Strategies

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non-teaching staff?

The institution has been making all out efforts to enhance the professional development of its teaching and non-teaching staff. Some of the efforts made during the last four years are enumerated below.

- (a) Number of teachers who attended Orientation/Refresher Courses:18
- (b) Number of Minor Research Projects undertaken and compelled : 06
- (c) Number of National Seminar/Workshop organised :02
- (d) Number of teachers completed Ph.D. works/ awarded degree :02
- (e) Number of teachers pursuing Ph.D. work :03
- (f) Number of publication with ISBN :05

(g) Number of Edited Books/Seminar proceedings with ISBN	:02
(h) Number of departmental magazine published	:01
(i) Number of book without ISBN	:03
(j) Number of chapter published in International Journal	:01
(k) Number of faculty representatives to the University Academic Council	:01

Besides one of the faculty members is associated with the following international literary associations

1. Mumtaz Mazumder, (Asstt. Prof.)- Non-sanctioned, Deptt. of English- Triennial member of IACLALS (Indian Association of Commonwealth Literature and Language Studies) (Delhi University) New Delhi, (2014-2017)

6.3.2. What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

The College has a good internal co-ordinating and monitoring mechanism through meetings of the Governing Body, IQAC and periodical meetings of the Teachers' Council. The IQAC constantly inspires the faculty to participate in professional development programme such as Orientation Course, Refresher Course, National level seminars and workshop etc. The faculty members are also encouraged and inspired to register for Ph.D. works and undertake Research Projects. The initiative of the IQAC has started yielding result. Two of the faculties have been awarded Ph.D. and another three have registered for Ph.D. Besides six MRPs have been completed by the faculties till date and one of the faculty has submitted a proposal for a Major Research Project to UGC. The non-teaching staffs are also encouraged to upgrade their professional skill by attending different training programme.

6.3.3. Provide details on the performance appraisal system of the staff to evaluate and ensure that information of multiple activities is appropriately captured and considered for better appraisal.

Performance Appraisal of the staff is done annually. The faculty members are provided with a prescribed proforma for self appraisal annually. The teachers have to submit duly filled in proforma with updated information on their achievements in academic, administrative activities to the IQAC which are analysed and recorded in a format. The recorded formats are used subsequently at the time of promotion of the teachers concerned.

Besides, Teachers' and Students attendance register, teachers' work diary and activities in the corporate life of the College are also taken into account for career advancement.

6.3.4. What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

The Management of the College thoroughly reviews the personal appraisal reports of the teaching staff and seeks necessary improvement (if needed) and communicate the performance of the teachers to the higher authority concerned for career advancement of the deserving teachers. Teachers obtaining Ph.D. degree during service are provided additional increment as per rule of the state govt.

6.3.5. What are the welfare schemes available for teaching and non-teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

Being a provincialised College all the welfare schemes available for teaching and non-teaching staff of the College are in accordance with the rules and regulations of the State Government. The available welfare scheme under the rule are general provident fund, Group Insurance scheme and post retirement benefit schemes like Gratuity, Leave Encashment and Pension and Family pensions etc. At present the College does not have its own employees benefit scheme.

Welfare schemes made available to teaching and non-teaching staff during the last four years w.e.f. 2010-11 to 2013-14

Sl. No.	Name of the schemes	Number of beneficiaries	Amount	Comment
1	Leave Encashment	06	6,05,697.00	Amount disbursed after retirement/death of the employees(teaching and non-teaching member)
2	Gratuity	03	10,50,000.00	
3	Group Savings Life Insurance	05	1,84,210.00	
4	General Provident Fund	-	-	Introduced recently
5	Pension	02	7,670.00 (Basic) 27,500.00 (Basic)	-

6.3.6. What are the measures taken by the institution for attracting and retaining eminent faculty?

To monitor effective and efficient use of available financial resources the Head of the institution constitutes three committee viz the Finance Committee, building Construction Committee and Purchase Committee which are duly approved by the Governing Body. These committees are entrusted

with the responsibility to monitor and supervise various construction and purchase of furniture, equipments etc and submit their report to the Governing Body through the Principal/Secretary of the Governing Body and the Governing Body afterwards gives its approval to the utilisation of the fund for the construction/purchase in question.

6.4.2. What are the institutional mechanisms for Internal and External audit? When was the last audit done and what are the major audit objections? Provide the details on compliance?

There are three types of auditing mechanism in the College

1. Internal Audit every year in the month of – July/August
2. External Audit by Government.
3. Special Audit to prepare audited utilisation certificate with regard to utilisation of various funds received from the UGC, Govt. of Assam etc.

The last Govt. audit was done in 2010-2011

6.4.3. The following are the major sources of institutional receipts/funding;-

1. Students fee (Admission & monthly tuition fee)
2. State government grant.
3. UGC and other central and State Agencies
4. Others.

Statement of audited income and expenditure of the last four years is provided below:

Year	Head of account	Receipt(Rs.)	Payment(Rs.)	Unspent balance/refund Rs.)
2010-2011 (Copy will be produced at the time of Peer Team visit)	General fund	Opening Balance- 12,46,923.98	Closing Balance 18,42,769.58	NIL
		11,50,127.00	5,54,281.40	
	Grand Total	23,97,050.98	23,97,050.98	
	UGC fund	Opening Balance- 20,80,776.50	Closing Balance 28,84,475.50	NIL
		22,44,758.00	14,41,059.00	
	Grand Total	43,25,534.50	43,25,534.50	

	Working fund	Opening Balance- 1,06,216.72	Closing Balance- 3,16,362.22	NIL
	Grand Total	12,17,286.00 13,23,502.72	10,07,140.50 13,23,502.72	
	Examination fund	Opening Balance- 8,901.95	Closing Balance- 72,238.95	NIL
	Grand Total	5,16,417.00 5,25,318.95	4,53,080.00 5,25,318.95	
	Students Union fund	Opening Balance- 3,101.35	Closing Balance- 3,389.85	NIL
	Grand Total	25,551.00 28,652.35	25,262.50 28,652.35	
	Library Fund	Opening Balance- 447.21	Closing Balance- 55,470.21	NIL
	Grand Total	93,247.00 93,694.21	38,224.00 93,694.21	
	Miscellaneous Fund	Opening Balance- 93,504.00	Closing Balance- 1,18,333.00	NIL
	Grand Total	4,44,513.00 5,38,017.00	4,19,684.00 5,38,017.00	
	Games & Sports Fund	Opening Balance- 2,436.65	Closing Balance- 3,031.65	NIL
	Grand Total	25,595.00 28,031.65	25,000.00 28,031.65	
2011-2012 (Copy will be produced at the time of Peer Team visit)	General fund	Opening Balance- 18,42,769.58	Closing Balance- 23,26,052.58	NIL
	Grand Total	8,74,659.00 27,17,428.58	3,91,376.00 27,17,428.58	
	UGC fund	Opening Balance-	Closing Balance-	NIL
	Grand Total	28,84,475.50	42,90,524.50	
		71,769.00	57,70,851.00	
		1,00,61,375.50	1,00,61,375.50	
	Working Fund	Opening Balance- 3,16,362.22	Closing Balance- 6,69,886.82	NIL
		14,09,975.60	10,56,451.00	

	Grand Total	17,26,337.82	17,26,337.82	
	Game & Sports Fund	Opening Balance- 3,031.65	Closing Balance- 8,069.65	NIL
	Grand Total	23,038.00	18,000.00	
		26,069.65	26,069.65	
	Library Fund	Opening Balance- 55,150.21	Closing Balance 52,936.21	NIL
		94,324.00	96,438.00	
	Grand Total	1,49,474.21	1,49,474.21	
	Students Union Fund	Opening Balance- 3,389.85	Closing Balance- 8,317.85	NIL
	Grand Total	22,928.00	18,000.00	
		26,317.85	26,317.85	
	Examination Fund	Opening Balance- 72,238.95	Closing Balance- 82,279.95	NIL
	Grand Total	5,33,306.00	5,23,265.00	
		6,05,544.95	6,05,544.95	
	Miscellaneous Fund	Opening Balance- 1,18,333.00	Closing Balance- 1,84,365.00	NIL
	Grand Total	4,34,072.00	3,68,040.00	
		5,52,405.00	5,52,405.00	
2012-2013 (Copy will be produced at the time of Peer Team visit)	General fund	Opening Balance- 23,11,866.85	Closing Balance- 29,21,108.85	NIL
		11,19,288.00	5,10,046.00	
	Grand Total	34,31,154.85	34,31,154.85	
	UGC fund	Opening Balance- 42,90,524.00	Closing Balance- 18,41,388.00	NIL
	Grand Total	89,10,999.00	89,10,999.00	
	Examination fund	Opening Balance- 82,279.95	Closing Balance- 1,95,774.95	NIL
	Grand Total	7,44,373.00	6,37,07,000.0	
		8,26,652.95	0	
			8,26,652.95	
	Miscellaneous Fund	Opening Balance- 1,84,365.00	Closing Balance- 3,90,371.00	NIL
	Grand Total			

		6,66,960.00 8,51,325.00	4,60,954.00 8,51,325.00	
	Working Fund	Opening Balance- 6,69,886.82 27,87,645.82	Closing Balance- 4,53,297.82 27,87,641.82	NIL
	Library Fund	Opening Balance- 52,936.21 96,343.00	Closing Balance- 49,632.21 99,647.00	NIL
	Grand Total	1,49,279.21	1,49,279.21	
	Students Union Fund	Opening Balance- 8,317.85	Closing Balance- 97,398.85	NIL
	Grand Total	4,12,906.00 4,21,223.85	3,23,825.00 4,21,223.85	
	Games Fund	Opening Balance- 8,069.65 5,006.00	Closing Balance 9,755.65 3,320.00	NIL
	Grand Total	13,075.65	13,075.65	
	Union Fund	Opening Balance	Closing Balance 97,398.85	NIL
	Grand Total	8,317.85 4,12,906.00 4,21,223.85	3,23,725.00 4,21,223.85	
2013-2014 (Copy will be produced at the time of Peer Team visit)	General fund	Opening Balance- 2,92,1,108.85 10,75,303.00	Closing Balance- 8,17,664.85 31,78,747.00	NIL
	Grand Total	39,96,411.85	39,96,411.85	
	Working fund	Opening Balance- 4,53,397.82 6,01,181.00	Closing Balance- 4,94,879.82 5,56,249.00	NIL
	Grand Total	10,54,578.82	10,54,578.82	
	Examination fund	Opening Balance- 1,94,674.95	Closing Balance- 2,46,942.95	NIL
	Grand Total	7,43,630.00 9,38,304.95	6,91,362.00 9,38,304.95	
	UGC fund	Opening Balance- 18,41,388.00	Closing Balance- 42,01,663.00	NIL
	Grand Total	44,53,050.00	20,92,775.00	

		62,94,438.00	62,94,438.00	
	Miscellaneous Fund	Opening Balance- 3,90,371.00	Closing Balance- 6,58,255.00	NIL
	Grand Total	8,04,498.00	5,36,614.00	
		11,94,869.00	11,94,869.00	
	Library Fund	Opening Balance- 49,632.00	Closing Balance- 99,177.00	NIL
	Grand Total	91,923.00	42,378.00	
		1,41,555.00	1,41,555.00	
	Union Fund	Opening Balance- 97,398.85	Closing Balance- 23,106.85	NIL
	Grand Total	4,388.00	78,680.00	
		1,01,786.85	1,01,786.85	
	Union Fund	Opening Balance- 9,755.65	Closing Balance- 117.65	NIL
	Grand Total	203.00	9,841.00	
		9,958.65	9,958.65	

6.4.4. Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

The college made sincere efforts to secure funding from various sources for development and other related purposes. The following are the grant received and utilised during XIth plan period.

1. Additional Grants/scheme merged with development. (XIth Plan)

Sl. No.	Name of the scheme	Item	Grants allocated	Grants Received	Grants utilised
1	Improvement of facilities in existing premises	Common room and toilet facilities for women	2,00,000/-	2,00,000/-	2,00,000/-
2	Colleges located in Rural/remote/Border/Hill/Tribal Areas (certificate of location from Govt. Officer not below the rank of BDO to be furnished)	Accommodation for teachers students on rental basis	8,00,000/-	8,00,000/-	8,00,000/-
		Conveyance allowances to students	1,00,000/-	1,00,000/-	1,00,000/-
		Developing and implementing location specific	1,00,000/-	1,00,000/-	1,00,000/-

		curricula			
3	Special grant for enhancement of initiative for capacity building in Colleges	Books and Equipments	50,000/-	50,000/-	50,000/-
		Equipment	3,50,000/-	3,50,000/-	3,50,000/-
		Building, Classroom laboratory	2,50,000/-	2,50,000/-	2,50,000/-
		Furniture fixtures for new classroom, laboratory	50,000/-	-	-
4	Establishment of Day Care Centre	Essential facilities	2,00,000/-	2,00,000/-	2,00,000/-
5	Colleges in Backward Areas(identified Districts enclosed)	Building(limited to Rs.9.00 lakh)	9,00,000/-	9,00,000/-	9,00,000/-
		Books and Journals	1,00,000/-	1,00,000/-	1,00,000/-
		Equipment including PC (where not adequate, more than 50 students per PC)	2,00,000/-	2,00,000/-	2,00,000/-
6	Establishment of UGC-Network Resource Centre (UGC_NRC) (first time assistance)	Pentium PC (latest) Printer, UPS, Software, Fax, Modem	2,50,000/-	2,50,000/-	2,50,000/-
		Internet Connectivity	50,000/-	50,000/-	50,000/-
7	Establishment of UGC – Network Resource centre (UGC-NRC) (second time assistance)	Purchase/upgradation of computers	1,00,000/-	1,00,000/-	1,00,000/-
		Internet connectivity	50,000/-	50,000/-	50,000/-
8	Remedial Coaching for SC/ST/OBC(excluding creamy layer) and Minorities.	Equipment	3,00,000/-	3,00,000/-	3,00,000/-
		Books, Journals, Study Materials	2,00,000/-	2,00,000/-	2,00,000/-
		Recurring items including honorarium, remuneration, TA payment to part-time LDC, Contingency	5,00,000/-	5,00,000/-	5,00,000/-

6.5. Internal Quality Assurance System(IQAS)

6.5.1. Internal Quality Assurance Cell (IQAC)

(a) Has the institution established an Internal Quality Assurance Cell(IQAC)? If ‘yes’, what is the institutional policy with regard to

quality assurance and how has it contributed in institutionalizing the quality assurance processes?

Yes, the College has established its Internal Quality Assurance Cell (IQAC) on 18/01/2005. Since its inception the IQAC has been trying to act as a nodal agency for initiating and assuring quality in the academic and other activities of the College. The IQAC has constituted different sub-committees/cells/units/centre and all the stakeholders of the IQAC act in order to

(1) Identify strength and weakness of the institution in its conduct of teaching learning process and the outcomes of teaching, learning and evaluations.

(2) Raise Institutional capability to higher level.

(3) Identify process for developing capabilities and quality as per criteria framed by NAAC.

(4) Create a mechanism for developing competence and skills for higher quality and excellence.

(5) Develop a feedback mechanism and use it for development of teaching-learning process, academic reforms and career development of faculties.

(6) Ensure effective process of education and management.

(7) Generate socio-cultural wealth that sustains support to and ensures participation of the neighborhood community in all round development of the institutions.

In order to materialise the mission of the IQAC detailed above the following policies have been adopted and activities are being conducted.

(1) Preparation of teaching plan and Academic Calendar are done well advance of the session and strict adherence to the plans are maintained.

(2) To complete curriculum within the stipulated time faculty members maintain daily work diary and strictly maintain UGC stipulated work load.

(3) Continuous evaluation of the teaching learning process is ensured by conducting Unit Tests, teacher student interaction inside and outside the class, assignments etc.

(4) Faculty members are encouraged to upgrade their knowledge and skill through participation in Refresher Course & orientation Programmes, Seminar Workshop, Research Works etc.

(5) Involvement of faculty and students in community development programmes are encouraged by arranging awareness programme on diverse issues like, women empowerment, child labour, legal aid etc. under the Extension Education Centre.

(6) The Health Care Centre gives importance to Health and hygiene of the students besides rendering community services in this very field. Under the aegis of Health Care Centre-Blood Donation Camp, Cataract and Diabetes Diagnosis Camp. Blood Group Diagnosis Programmes are arranged which facilitate the students and the community at the same time.

(7) Management is urged upon to enhance technological support in the teaching learning process by providing technology based library services, smart board, internet facility, computer library etc.

(b) How many decisions of the IQAC have been approved by the management/authorities for implementation and how many of them were actually implemented?

The Management has approved as many as 17 point programme proposed by the IQAC. The following are the programmes.

- (1) Construction of a Smart Class.
- (2) Procurement of LCD Projectors, overhead projector.
- (3) Installation of CC Camera.
- (4) Upgradation of IQAC office with adequate furniture, computer, printer & scanner.
- (5) Construction of departmental chambers.
- (6) Purchase of additional books for Central Library.
- (7) INFLIBNET membership to Library.
- (8) Additional Chairs for the reading Room.
- (9) Organisation of National Level Seminar.
- (10) Organisation of National Level workshop.
- (11) Publication of the proceedings of the National Level Seminar and Workshop under Research & Publication Cell.
- (12) Develop relation/co-ordination with two industries viz. Cachar Golden Fibre Jute Park and Moniar Khal Tea Estate.
- (13) Inclusion of Dr. Mahmud Hussain Barbhuiya in the IQAC as Alumni representative.
- (14) To obtain membership of National Library Association.
- (15) To conduct certificate courses in (i) Beautician (ii) Handicrafts (iii) Mobile Repairing
- (16) To submit proposal for opening IGNOU Study Centre.
- (17) To provide laptop to each of the faculty members.

It is pleasing to mention that almost all of the proposals/programmes initiated by the IQAC either have been implemented or on the process of implementation.

(c) Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

Yes, there are external members both in the Executive Committee and the sub-committees under IQAC.

The following are the external members in the IQAC

- (1) Mr. S. Debroy (Manager, Moniarkhal Tea-Estate)
- (2) Mr. Sahir Javed Mazumder (CEO, Barak Valley Golden Fibre Jute Park, Cachar)
- (3) Dr. Mahmud Hussain Barbhuiya (Secretary, District Legal Services Authority, Cachar)
- (4) Mr. L. R. Laskar Retired IAS officer.

Besides Dr. Suren Singha Medical & Health Officer, Sonai PHC, M. Parate BDO, Sonai, Miss Kimsim, C.O. Sonai and Mr. Badar Uddin Mazumder (DSO) always extend their helping hand in all the developmental activities of the IQAC.

(d) How do students and Alumni contribute to the effective functioning of the IQAC?

The Students' Union of the College plays a vital role in the effective functioning of the IQAC. Apart from the academic affairs the co-operation of the students is considered indispensable in conducting all the programmes initiated by the Extension Education Centre, Health Care Unit and Women Cell. Similar is the role of the Alumni Association. Their services are made available whenever College considers necessary. On the occasion like Annual Milad Mehfil, Swaraswati Puja, International Womens Day, Independence Day and Republic Day their presence is felt as a must. The recent setting up of a Legal Aid Clinic at our College is a direct contribution of the reconstituted Alumni Association the President of which happens to be a judicial officer and one of our illustrious alumni.

(e) How does the IQAC communicate and engage staff from different constituents of the institution?

The IQAC issues notices to communicate with the staff as and when required. The staff from different constituent of the institution is engaged through general meeting wherein they are appointed as conveners/cells constituted under IQAC as Nodal Agency.

Yes, the institution through its IQAC has an integrated frame work for quality assurance of the academic and administrative activities. The IQAC in taking major decision convenes meeting of its executive committee represented by various stakeholders as convenors/members of various sub-

committees and cells and the resolutions adopted there after getting due approval of the Management are implemented through various cells and sub-committees. The sub-committees and cells are also authorised to convene meetings of their respective cells and their decisions are communicated to the IQAC for needful follow-up action. Besides, the teaching and non-teaching staff have their own forum to address issues by holding separate meetings.

6.5.3. Does the institution provide training to its staff for effective implementation of the Quality Assurance procedures? If 'yes', give details enumerating its impact?

Yes, the institution provides training programme to its staff. The faculty members get regularly trained through participation in Orientation Programme, Refresher Course, Seminar, Workshop and exam. related duties such as paper setter, moderators, external supervisor, scrutiniser, Head Examiner etc.

Non-teaching staff are encouraged to participate in computer application, awareness programme on TDS organised by the Income Tax Deptt. etc.

6.5.4. Does the institution undertake Academic Audit other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

The College being a provincialised one academic audit of the academic provisions takes place as per government norms. The Director of Higher Education makes inspection as per the guideline of the State Government. Assam University, Silchar as the affiliating University reviews the performance through the College Development Council of the University. The College on its part makes regular evaluation and review of the diverse academic activities through Academic Monitoring Committee under IQAC. The Governing Body also reviews the academic provisions through the Head of the institution.

6.5.5. How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

The internal quality assurance mechanism of the College is very much aligned with the requirements of NAAC. The formation of the IQAC, its structure and strategies are all in accordance with the guideline and parameter provided by NAAC.

6.5.6. What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

The Academic Monitoring Committee conducts regular review of the teaching learning process. The Vice-Principal looks after daily attendance of teachers and monitors the daily academic activities of individual teacher. During examination the Vice-Principal also act as confidential in-charge.

The structure of the Academic Monitoring Cell is as follows-

Principal	-Chairperson
Convener	-Head of the deptt.
Vice-Principal	-Member
Co-ordinator of IQAC	- Ex-officio member
All Head of the deptt.	- Members

The Academic Committee as per guideline conducts its meeting at the beginning of the session and frames its internal academic policies by maintaining all instructions, rules and regulation of the State govt. affiliating University and U.G.C. The cell conducts its meeting/meetings afterwards depending upon the necessity and continually maintains evaluation of the academic progress. The Academic Monitoring Cell also works in liaison with the examination cell and admission cell at the time of admission and during the conduct of two unit tests prior to the university examination of two Semester. The institute constitutes centre committee for University Examination. The committee formed as per University guidelines is as follows.

1. President -President of the Governing Body
2. Officer-in-charge-The Principal/Secretary of the Examination Centre
3. All Principals of the constituent Colleges (recognised or permitted) if any: Member
4. Leading influential persons and teachers-4-5 (members)
5. Officer-in-charge of the Local Police Station: Member
6. Post Master of the local Post Office: Member
7. The Medical Officer of the local Primary Health Centre/civil hospital-Member

The Centre committee selects Asstt. Officer-in-charge depending on the number of examinee (one AOC per 200 examinee) Vice-Principal is given the confidential charge for the University examinations. The AOCs prepare seat plan for the examinee and issue appointment letters to the invigilators on behalf of the Principal and the Principal as officer-in-charge monitors every activities for smooth conduct of the examination.

The teaching learning process is continuously reviewed it through students feed-back and teachers- Work Diary, Feed-back forms are distributed to the outgoing students and the students submit duly filled up forms to the IQAC. The Academic Monitoring Committee after thorough analysis of the feed-back prepares report which is forwarded to the IQAC and the IQAC in consultation with the Management & the Head of the institution takes necessary steps for implementation of the suggestion given by the Academic Monitoring Committees after making necessary omissions and commission.

6.5.7. How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

The institution communicates its quality assurance policies, mechanisms and outcomes to various internal and external stakeholders through print media, notification, College Prospectus and College website. The IQAC keeps record of the academic affairs. Photographs of the important programme captured by the College Camera are printed in the College magazine and prospectus to provide live information to the students.

CRITERION-VII - INNOVATIONS AND BEST PRACTICES

7.1 - Environment Consciousness

7.1.1 Does the institute conduct a Green Audit of its campus and facilities?

The College does not conduct Green Audit formally. However the College is fortunate enough as it stands on such a magnificent setting that is sure to infuse aesthetic sense in the inner core of the sensitive viewers as the Chandagiri Park attached to the College boundary is one of the biggest parks of Barak Valley. College has developed a contract with the Park Management to associate the College in the policies, preservation, protection and development of various spacious plants and this endeavor of management helps keeping the College campus eco-friendly to a great extent.

Besides, the College has a number of trees and well maintained garden especially of seasonal flowers inside its campus. Green Audit is occasionally done by the NSS volunteers by supervising the existing trees and locating plans for new plantation. The IQAC has a cell named Beautification Cell which makes necessary arrangement to maintain and enhance environmental purity by arranging awareness programmes on environmental hazards like deforestation, green house effect etc. Above all there is provision in the curriculum itself to keep the students abreast of the reasons and consequences of environmental pollution as Foundation Course on Environmental Studies is a compulsory paper for the 5th & 6th Semester in both pass and Honours courses.

7.1.2. What are the initiatives taken by the College to make the campus eco-friendly?

Energy conversation

To ensure constant power supply the College has purchased two generators worth 25 KVA. To avoid damage of electronic goods consequent upon voltage fluctuation inverters and UPS have been in use. The use of LED/CCD monitors, CFL bulbs and other energy conserving equipment and electronic goods help reducing energy consumption. The College has in its possession 30 number of UPS to be used in the College campus. Grade-IV employees are directed to switch off the fans and lights and other power consuming electronic devices immediately after the end of the working hours of the College to save energy. Computers, Printers, Copiers which are not in use are kept shut down and others are disconnected at the end of the day.

Use of renewable energy : A proposal for Solar Photo Voltic Panel light has been submitted to the Ministry of New and Renewable Energy, Govt. of India.

Water harvesting : Nil

Check dam construction : Nil

Efforts for carbon neutrality-

The College being located at a beautiful natural surrounding with a magnificent park full of different varieties of medical and shady plants, ornamental trees and shady plants attached to the College boundary and above all the vast green paddy field surrounding the College requires no services to be made for carbon neutrality. Non-existence of industries in the entire constituency causing serious carbon emission also helps the College enjoying a carbon-pollution free status. However efforts are being made to construct a car parking shed outside the campus area to help the College neutralise whatever carbon by-products are generated by the vehicles used by the faculty and students by preventing their entry into the College Campus.

Besides the greenery around the College Campus available through the paddy field and the great park attached to the College help to maintain a serene green campus. The Beautification Cell through its plantation of different varieties of trees, develops aesthetic beauty and at the same time promotes carbon neutrality.

Hazardous Waste Management : Nil

E-waste management

In this age of tremendous scientific advancement the presence of modernisation and ICT applicable is felt everywhere and in almost every field. The College as such cannot stand aloof from the technological advancements and hence efforts are being made to provide technological support to the best possible manner to the teaching-learning and administrative activities of the College. Naturally, therefore, the use of technology has created a new

problem, the problem relating to E-waste management and the College has to find out means for the E-waste management.

Discarded electrical or electronic devices, used electronics which are destined for re-use, re-sale, recycling or disposal are considered as e-waste. Informal, processing of electronic waste may cause serious health and pollution problem. Electronic scrap component may contain contaminants. Recycling and disposal of e-waste may involve risk to workers and communities and great care is therefore taken to avoid such risk.

A careful and efficient handling & maintenance of devices such as CPU, Printers, modem, projectors etc. could reduce the quantity of e-waste by enhancing the life of these electronic devices. The College has agreement with suppliers of electronic goods especially Computer supplier to exchange old computers for new and the firms providing better service facility and longer guarantee period are opted to reduce e-waste. Therefore, no major e-waste is generated that might cause health hazards. The minor waste accumulated through discarded items are collected and sold to the recycling agents. Recycling and disposal of e-waste may involve risk to workers and community and hence great care is taken in selling or disposing of the e-waste and only expert persons are selected for dismantling recycling.

7.2 Innovations

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

In this extremely competitive world any organisation / institution is bound to lag behind its fellow counterpart if it does not update itself with self innovative approaches and work only under the traditional set-up. This concept of innovation is most deeply felt in the higher educational institutions where the young learner restively strives to cope up with the emerging trends in the professional world, the world of their future dreams. It is as such the bounden duty of the higher educational institutions that rear up the vibrant learners to feed them through techniques and system that ensures the effectiveness of the teaching-learning process.

Keeping this view in mind Madhab Chandra Das College has initiated some self innovative strategies for the holistic development of the students through sustained quality enhancement programme.

The following are some of the innovative initiatives undertaken in the teaching-learning and administrative set-up of the institution during the last four years.

1. Involvement of students as important stakeholder in quality enhancement initiatives and decentralisation of administration:

It is undeniable that growth and success of an institution requires the participation of the students as an important stakeholder in the planning, decision making and implementation process. The college therefore, ensures the formation of a democratically elected students council every year and the

Head of the institutions besides the Prof. in-charge address the council with the relevant initiatives. The involvements of other important stakeholders are obtained through various committees / Cell / Units constituted under IQAC like a Nodal Agency. This concept of involvement of stakeholders in the academic as well as administrative duties and responsibilities of the institution has brought about a revolutionary change in the entire educational set up with a new direction towards quality and excellence. The teachers are no longer the teachers only delivering lecture in the class. They are now the part and parcel of the management too. Similar is the case with the learners and their parents / guardians. No arbitrary decision is imposed on them by the top-authorities. Rather they are also taken into confidence while initiating any new venture. The following committees constituted under IQAC as nodal agency will speak a lot about the decentralisation of administration and involvement of all important stakeholders in the academic and administrative activities of the institution.

1. Academic Monitoring Committee.
2. Finance Committee
3. Parents-Teacher Association
4. Alumni Association
5. Health Care Cell
6. Extension Education Centre
7. Women's Cell

8. Grievance Redrassal Cell

9. Anti Ragging Committee
10. Red Ribbon Club
11. Construction Committee
12. Purchase Committee
13. Sports and Cultural Committee.

Apart from these there are a few more committees, all having attachment directly or indirectly to the management. The committees have clearly defined power, function, responsibility and accountability in the discharge of duties.

2. Construction of Departmental Chambers:

As per guide line of the UGC the faculty members have to stay at the institution for 40 hours a week in average that means a teacher has to stay approximately 07 (seven) hours per day at the college. Unless adequately comfortable accommodation is provided to them it will amount to rigorous punishment imposed on the teachers and instead of the making proper use of this prolonged period of stay they would rather prefer to spent time in idle gossip and the common room shared by huge number of faculties is bound to become a recreation club. Considering this very important infrastructural aspect IQAC of the college submitted a proposal through its Annual Plan of Action for construction of departmental chamber (cabin) for all the full-fledged departments comprising eight department of the Arts Stream and the management, well aware of the necessity very heartily responded the result of

which is the construction of well furnished and well equipped 8 departmental chambers that has added enhancement to the existing infrastructure. However, the main innovative motive behind the construction of the departmental chambers is not only to provide comfortable accommodation to the faculty members but also to motivate and encourage the teachers to utilise their additional time for enrichment of their teaching skill availing the special support made available through the chambers. The students are supposed to derive great benefit out of this newly added infrastructural facility. Experience shows that the students use to hesitate to meet a teacher who is sitting in a crowded common room for seeking assistance / suggestion for academic or any other purpose. Now he / she could feel free to meet a teacher in the concerned departmental chamber. The Departmental chambers also play a great role is providing academic help to slow learners who generally fight shy to disclose their problems in public especially with regard to course curriculum. They can now interact with the teacher they need unhesitatingly like a patient unveiling his / her physical problems before the physician in a private chamber and gets them diagnosed and redressed with the help of prescribed medicine. It thus goes without saying that this initiative undertaken by the institution through IQAC is an exceptionally innovative concept highly conducive towards imparting quality education.

3. Besides these two major innovation the institution has in its credit some other innovative strategies which have also created positive impact on the functioning of the college.

a) The college conducted three self-financing certificate courses keeping in mind the prevailing demand in local job market and self employment opportunities. The courses are:

1. Beautician (4 months duration)
2. Handicraft (3 months duration)
3. Mobile Repairing (3 months duration)
4. Functional English (1 year duration) Funded by UGC

All of these four courses received great response from the students. Especially Functional English and Handicraft course did attracted maximum students. The successful completion of the courses has proved the correctness of these innovative efforts of the institution.

b) The submission of the proposal for opening Study Centre of IGNOU is another innovative idea of the college which is under serious consideration of the authority concerned. The study Centre is expected to be opened by the forth incoming academic session. The proposed Study Centre if granted by the authority will facilitate a large number of people who have to discontinue / give up regular studies owing to financial or some other circumstantial constrain. The faculty members of the college will also be able to derive benefit by their attachment as academic counsellors of various courses proposed to be conducted by the Study Centre.

c) Installation of CC Camera:

To ensure the safety and security of the Students, staff and especially that of the female students the management has installed as many as ten CC Camera at different location of the institution to monitor the movement of all with special focus on outsider visitors to avoid any undesirable happenings. The system also helps in the effective functioning of the Anti Ragging Cell of the college. Besides, to ensure transparency, smooth and effective discharges of duties by the invigilators during university examinations CC cameras have also been installed in the examination halls. This has enabled the institution to maintain extreme transparency in the conduct of university examinations.

d) The construction of a smart class is another innovative approach of the institutions:

No one can deny the vital role of technological support in the achievement of success in quality enhancement initiative of an institution of higher education. Techno-based education is the need of the hour. Realizing the growing need and demand of the application of technological devices in the teaching-learning process with the increasing trend of shift from the traditional chalk and talk method to a techno-based teaching-learning method a well furnished and well-equipped Smart Class has been constructed. The Smart Class is equipped with projectors, smart board, multipurpose digital podium etc. The college has conducted an orientation programme for the faculty members to make proper use of all the expensive devices procured by the college for the smart class and a few faculty members have already showed their dexterity over the handling of the equipments installed in the Smart Class.

e) The construction of a multi-storey Sports building is another notable achievement of the college in terms of innovative initiative of the institution. The newly constructed sports building is aimed at providing various indoor Sports facilities to the students. However at present only one storey of the building is being used for the sports purpose due to non-availability of adequate sports amenities owing to financial constrain. To procure sufficient sports amenities befitting to the available infrastructure a proposal has been submitted to the Minister of sports and youth Development, Govt. of Assam for providing assistance in cash or kinds and the Hon'ble Minister has assured the college authority to provide the assistance as sought for at the earliest possibility.

f) The college took the unique initiative to provide opportunities for community based life-long learning by offering courses of general interest to the community with no age bar. In this context a proposal

was submitted to the UGC for establishing community college which would have been a college within college. The proposed college intended to offer the following job-oriented courses-

- i) Jute Processing.
- ii) The Plantation and manufacturing Process.
- iii) Field Management Practices in Tea.
- iv) Basic and advanced training on Jute and Jute diversified products.

The proposal however was not accepted by the UGC for a minor mistake in the course structure. The proposal is being resubmitted with necessary correction in the course structure and if it receives the approval of UGC the proposed courses will be conducted from the forth coming session.

7.3. BEST PRACTICES

7.3.1. Elaborate on any two best practices which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college

1. Title of the Practice

The title of the best practice is Functional English certificate course and the duration of the course is one year.

2. Goal-

English is a foreign language that is current in almost each and every country of the world. And knowledge of English would make it easy for the persons concerned to get job in multinational companies working in India and abroad. The Goal of pursuing this course is to impart into the learners a fair knowledge of English that is sufficient to do the day to day business and this, in turn, would equip the person with confidence and strength of mind that he is capable of making tours throughout the globe. With this goal in view the Functional English certificate course is fit to be pursued.

3. The Context-

The huge area around the Sonai revenue town is economically unsound and as such, educational backwardness has become a common lot for the people living here. Now days English medium institutions are there everywhere. But the guardians have to invest huge expenditure to get their wards admitted and prosecute studies. And the pecuniary paucity hinders them from availing the opportunity of getting their children admitted in the English medium School. Hence most of the students thronging into our college have almost no knowledge of English grammatical rules and also the stock of English words that they retain in their memory is really lamentably minimum. The negativity in respect of the lack of average knowledge of English should be attributed to the fact that in the school levels from middle School to High and Higher Secondary English is not taught with the end of getting the students learn English as a language so that communication of thoughts and ideas could be possible for them, or at least doing of daily business could be possible. It can, therefore be pointed out that the compulsory choice of English as a subject has failed to fulfill the end behind its choice. Under the circumstances, it should be relevant to introduce such courses on English so that the learners get scope to learn the language itself.

4. The Practice-

The Functional English certificate course is intended to impart working knowledge of English to those coming in touch with it. To fulfill this end we first teach the foremost rules of grammar including the strong and weak verbs. We then proceed to teach how to arrange words in a sentence. Side by side with this, the learners are made to translate short communicatiuons of day-to-day use. They are later asked to memorise the three chapters of Phrases and idioms,, group verbs and Appropriate prepositions. The learners are gradually made to translate short sentence from vernacular language to English. After they have achieved some skill in translating into English, they are made to practice translation from English to vernacular language. It has been observed that the process that we have followed has equipped most of the learners with some dexterity in oral

communications and some have attained commendable skill of writing in English.

5. Evidence of Success—

Functional English certificate course is indeed a very fruitful one that can rightly be categorised as highly beneficial not only for those who are having very little knowledge of English but also for those who have fair knowledge in English both as a subject and as a language. Some of the students who enrolled as learners in the course got admitted into the Assam University, Silchar, in the department of Pol. Sc. and B. Lib. Sc and M. Lib. Sc. The students belonging to the department of Pol. Sc is now doing M. Phil. This girl student while undergoing her Master degree studies admitted the fact that she could successfully interact with the teachers in the class and because of this quality her teachers were pleased with her and she felt confident enough to mix freely with each one of them. Another girl student got admitted into the department of philosophy. She attended classes seriously and she very soon came to the good book of the departmental teachers scoring commendable marks in the class test and in the project work prepared on relevant topics. This girl student openly admits that it was through attending the functional English Certificate course that she could learn English grammar and before joining the course her knowledge of English grammar including the Phrases & idioms, group verbs and Appropriate Prepositions was really lamentable. She now expresses her full confidence on her capability to teach English grammar to the students up to the undergraduate level. For physical ailment she could not continue her studies. She then appeared at the Teachers Ability Test (TET) and scored 70%- she is now appointed as Primary School teacher. She wishes to do M.A in English from Institute of distance and open learning (IDOL) under Gauhati University. It has further to be proudly pointed out that all of the students who attended the Functional English certificate course, were successful in getting selected in the TET. They are now engaged as TET-teachers in different L.P. Schools. Another student who attended the Functional English certificate course is doing M.A in English from IDOL under Gauhati University. It can, therefore, be finally commented

that this course truly benefits the students who show some seriousness in learning English through proper practice.

6. Problems Encountered and Resources Required-

In the way of pursuing this useful course we have felt that there should be distinct and quite separate accommodation with white writing board well fit in proper position. There should be separate provision of a mini library attached to the class-room. If these elemental conditions are fulfilled, it would attract the attention of the students and they would be encouraged to join the course. Consequently the student would practically experience how useful the course is for those lacking the knowledge of English. Moreover when they would get the relevant books within easy reach alongside the class-room, they would automatically develop a positive disposition to borrow books and this would help them broaden the bounds of English. It has to be especially pointed out that availability of relevant books in the college library would make no difference since here the students would have to observe lots of formalities deadly discouraging to them.

A great number of students initially enroll themselves to follow the course with full seriousness. Towards the beginning of the session most of them attend the class. But later when the normal college classes run in full swing, presence gradually begins to be scanty. The students' foremost duty is to attend the classes of their compulsory subjects since unless they get required marks in the subjects they would fail in the examination. But course on English is not of this nature. It is quite an extra-curricular course with which no direct loss is associated. The Herculean problem lies in the fact that non-existence of separate routines for functional English and for other compulsory subjects is a tough blockade in the way of fruitful pursuance of this extracurricular course. It is as such, very much necessary that this barrier should be removed. And the only way of avoiding it is to incorporate Functional English as a subject in the common college routine. This would enable the students to attend the functional English class without conflict with other compulsory subjects.

In the colleges under the Assam University Semester System is in vogue. This requires the students to prepare for examinations within every six months. They are therefore, bound to remain almost wholly engrossed with the task of preparing for these compulsory examinations. To them attending to Functional English loses its relevance. There is no doubt as to the gravity of this course. But it can never be deemed as more important than studying and preparing for the compulsory subjects. A sort of a difficult dilemma thus threatens the lot of Functional English. However, if it is incorporated on the normal class routine, at least some students would be able to exact benefit out of the course. This speaks in favour of Functional English certificate course to be pursued.

Departmental chambers-

- 1. Title of the best practice-**
- 2. Goal-**
- 3. Context-**
- 4. Practice-**
- 5. Evidence of Success-**
- 6. Problems encountered and resources required-**

1. Title-

The title of the second best practice is Departmental chambers erected independently for the teachers of all the eight subjects which the students are free to choose.

2. Goal-

Before the construction of subject-wise departmental chambers, all the teachers used to sit around a big rectangular table. For teachers there was no problem with that arrangement. But so far as contact of the students with the teachers was concerned the sitting arrangement was not at all suitable. It is a common experience that particular students intending to meet particular students intending to meet a particular teacher feel very embarrassed to rush to him while other teachers look at him or her. So most students stay away and fails to exact benefit from the particular teacher concerned. And even if one could approach a particular teacher and even the teacher is disposed to discuss answer of any critical question, it does not become possible for the teacher to talk at length amidst non-stop gossip of other teachers. Hence the students were deprived of getting duly benefit from the relevant teachers. With the construction of separate departmental chamber this problems have been greatly resolved. Now intending students would enjoy easy and almost

undisturbed scope to meet the teacher much more closely and will be far more benefitted than it had been possible in the conventional common room.

3. Context-

The college authority and teachers gave deep thought into how these student-related problems could be resolved. Proposal therefore came to the surface that construction of separate department is the only way to meet the problem. As such fund for the estimated expenditure was provided from different sources.

4. Practice-

The teachers now sit in the newly constructed departmental chambers equipped with departmental libraries. It has been seen that the teachers themselves have been much more disposed to reading books available within easy reach. Consequently the teachers got engaged in discussing the issues that they come across through the reading of books. It can, therefore, be said that academic atmosphere has taken form towards positive progress that is likely to be further developed with the passage of time.

5. Evidence of success-

As expected, now more students come to their chosen teachers to discuss certain issue of academic importance. It has been observed that a good many students during their free time frequently meet the teachers and get their academic problems duly solved. Some students have openly opined that if the students get direct help from their teachers, the practice of resorting to private tuition would be considerably minimized. It has farther been especially observed that a sort of intimate relation has started getting established between some potential teachers and the students desirous of expanding the bounds of knowledge. Some students have been so free that they talk to the teachers as and when they find them.

6. Problems encountered and resources required-

Construction of departmental chambers and shifting of teachers there is indeed a significant improvement to the back-dated and commonplace system of sitting. It has to be especially mentioned that in the previous system talk across the table and unwanted and uncalled for encroachment from even incompetent individuals used to be a common occurrence and that practice marred the useful discussion on any issue of academic importance. In the newly introduced arrangement the practice of undue interference from gratuitous participant has been brought to minimum limit. However, as we find in many commercial posters or advertisement that “even the best can be improved”, following this oft-quotable adage we could freely say that further improvement could be effected on the beneficial sitting chambers. It would be extraordinarily more beneficial if arrangement of subject-wise class is held in one particular hall attached to which the teachers would have their common room just as is the system in the universities. A good many colleges with due

infrastructural facilities have already affected this independent department system.

Hence if this university-type system has to be introduced, huge amount of money shall be required. It is now up to the government to provide fund towards the introduction of this extremely beneficial system. Positive hope could be nurtured that this system would be the feature of every college across the country.

Contact Details

Name of the Principal	: Dr. Baharul Islam Laskar
Name of the Institution	: Madhab Chandra Das College, Sonai
City	: Silchar
District	: Cachar (Assam)
P. O.	: Sonaimukh
Pin Code	: 788119
Accredited Status	: 'B'
Work Phone	: 03842-274432
Fax	: 03842-274433
Website	: www.mcdcollege.org.in
E-mail	: mcdcollege72@gmail.com
Mobile	: 9435988843

EVALUATIVE REPORT OF THE DEPARTMENT OF ENGLISH

1. Name of the department- English
2. Year of Establishment- 1972
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)- UG
4. Names of Interdisciplinary courses and the departments / units Involved- Nil
5. Annual / semester / choice based credit system (programme wise)- Semester
6. Participation of the department in the courses offered by other departments- Nil
7. Courses in collaboration with other universities, industries, foreign institutions, etc.-Nil
8. Details of courses / programmes discontinued (if any) with reasons- Does not arise
9. Number of teaching posts

	Sanctioned	Filled
Professors	Nil	Nil
Associate Prof.	01	01
Asstt. Prof.	02	01

10. Faculty profile with name, qualification, designation, specialization, (D. Sc. / D.Litt. / Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Sabir Ahmed Choudhury	M.A.	Associate Prof.	Modern Poetry	27	-
Islam Uddin Barbhuiya	M.A.	Asstt. Prof.	Language	26	-
Mumtaz Mazumder (non-sanctioned)	M.A.	Asstt. Prof. Non-sanctioned)	Common Wealth Literature	-	-

11. List of senior visiting faculty- Nil
12. Percentage of lecture delivered and practical classes handled (programme wise) by temporary faculty- 30%
13. Student-Teacher Ratio (programme wise)- 85:1%

14. Number of academic support staff (technical) and administrative staff, sanctioned and filled- 12 filled 11. The support staff (technical) and administrative staff are centralised.
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ M.Phil./ Pg.- PG
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received- Nil
17. Departmental projects funded by DST- FIST; UGC, DBT, ICSSR, etc. and total grants received- Nil
18. Research Centre / faculty recognized by the University- Nil

19. Publications:

- * a) Publication per faculty-
- * Number of papers published in peer reviewed journals (national / international) by faculty and students- Yes
- * Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database- International Social Sciences Directory, EBSCO host, etc.) - Nil
- * Monographs - Published in college magazine, seminars, daily news papers etc.
- * Chapter in Books- Yes

Sl. No.	Name of faculty	Title	ISBN
1	I.U.Barbhuiya	Proceeding of National workshop	978-81-920949-0-9
		2. Annual College Magazine 2011 3. Silver Jubilee Souvenir 2010	
2	S.A.Choudhury	1. Annual College Magazine 2006, 2008, 2012	Nil
		2. Alok Rashmi	978-93-8265-114
3	Mumtaz Mazumder	“About Travelling” <i>Grin</i> Germany; May 2013, (International book)	ISBN-978-3-656-43011-7
		1. “The Readers-ciphered Gaps in the social life of an Igbo	2. ISBN 978-3-656-30146-2

		Woman” <i>Grin</i> Germany; November 2012, (International book)	
		1. “First Renaissance in Muslim Arab Spanish Cordoba / Khurtuba” <i>Grin</i> Germany; February 2012, (International book)	ISBN 978-3-656- 37428-2

- * Books Edited - Yes
- *Books with ISBN / ISSN numbers with details of publishers: details provided in 19.
- * Citation Index - Nil
- * SNIP - Nil
- * SJR - Nil
- * Impact factor - Nil
- * h-index - Nil
20. Areas of consultancy and income generated -Nil
21. Faculty as members in-
- a) National committees - One of the faculties is member of Indian Association of Commonwealth Literature and Language Studies.
- b) International committee - Nil
- c) Editorial Boards...- Research & publication cell, M. C. D. College
22. Student projects-
- a) Percentage of students who have done in-house projects including inter departmental / programme.- Nil
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories / Industry / other agencies - Nil
23. Awards / Recognitions received by faculty and students - Nil
24. List of eminent academicians and scientists / visitors to the

department- Nil

25. Seminars / Conference / Workshops organized & the source of funding

a) National- National Workshop on Introduction odd Semester System in undergraduate colleges of Assam.

b) Name of the faculty involved- S. A. Chowdhury

Type of involvement- Organising Secretary of the Workshop.

26. Student profile programme / course wise:

Name of the Course/programme	Application received	Selected	Enrolled		Pass Percentage
			Male	Female	
TDC 1 st Sem(Arts)	320	291	170	121	23%
TDC 2 nd Sem(Arts)	-	291	170	121	25%
TDC 1 st Sem(Science)	45	45	37	08	40%
TDC 2 nd Sem(Science)		45	37	08	45%
TDC 1 st Sem(Comm.)	31	31	22	09	45%
TDC 2 nd Sem(Comm.)		31	22	09	40%

*M= Male

*F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
UG	100%	NIL	NIL

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.? **01(Assam Judicial Service)**

29. Student progression:

Student progression	Against % enrolled
UG to PG	N/A
PG to M.Phil.	N/A
PG to Ph.D.	N/A
Ph.D. to Post-Doctoral	-

Employed	10%
<ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	
Entrepreneurship/Self-employment	Data not available

30. Details of Infrastructural

a) Library: **We have both Central and Departmental Library**

b) Internet facilities for Staff & Students: **Internet facility is available both in the Library and teachers Common Room**

c) Class rooms with ICT facility: **Yes: Available**

d) Laboratories: **Not Applicable**

31. Number of students receiving financial assistance from college, university,

Government or other agencies:

Number of students	Financial Assistant From College	Financial Assistant from Govt. and other agencies
25	10	15
-	-	-

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts-Functional English course has been conducted by the Department (funded by UGC) for developing students' proficiency in functional and communicative English.

33. Teaching methods adopted to improve teaching learning-Faculties are being trained to use ICT in class room. ICT facility is available in the Smart class.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities-

The Department is actively involved in almost all of the extensions activities carried out / conducted inside and outside the college campus through the presence of the co-ordinator, IQAC who is the member of the faculty. Besides, other faculties are also discharging social responsibilities through their involvement in different subcommittee / cell etc.

35. SWOC analysis of the department and Future plans

Strength-

1. The department is notably exceptional having the co-ordinator of the IQAC from the department for consecutive terms. Besides, all the faculty members regularly contribute to the academic development of the

college by way of their writing in the college magazine, serving as prof-in-charge of the Annual college magazine, organising and conducting national level seminar and workshop, editing proceeding of the seminar / workshop etc.

2. The department is constantly striving to develop language proficiency of the students of vernacular background in English through conducting certificate course in Functional English.

3. The faculty members of the department usually play the leading role in conducting the educational tour to distant places beyond the home state which enable them to train the students in oral communication practically.

Weakness-

1. Learners are too weak in English to comprehend lecture delivered in the class having their origin in vernacular schools which compels the faculty members to use bi-lingual lecture method in the class-room. This is a major drawback of the department

2. Poor student-teacher ratio hinders effective teaching in the classes with more than 200 students attending classes in average. It becomes impossible to take adequate care of individual student and develop language skill.

Opportunities-

1. The eagerness of the young learners to learn English is truly inspiring to teachers as effective teaching-learning needs to be a reciprocal process where the teacher will deliver his best and the student will respond with eagerness to learn. We are really privileged to have this atmosphere in our department.

2. The fund provided by the UGC for conducting Functional English provides opportunities to polish and teach our students.

3. The technological and infrastructural support extended by the management by way of providing departmental chamber with internet facility and individual laptop has boost up the departmental efforts to deliver the best to their students.

Future Plan-

The department of English plays the pivotal role in enhancing quality education of the students. Since the department has to hold the stirring of any programme of outstanding nature like national Seminar, national workshop etc. it has planned to organise a seminar of interdisciplinary nature in the coming session.

The department has also a plan to activate the Research and publication cell of the college in its true sense by initiating the regular publication of a journal with ISSN. The department has planned to urge the Head of the institution to submit proposal to the UGC for grant of Fund to maintain continuity of the certificate course in Functional English as the amount received under Xth plan has already been utilised. The department has planned to conduct Functional English for the students availing

correspondence course under the proposed Study Centre of IGNOU which is under consideration of the concerned authority.

The cell has planned to work for communicative proficiency, personality, development and confidence building among the students by providing appropriate platforms to exhibit their potential through organising inter-college debating competition, extempore speech competition etc.

Sabir Ahmed Chowdhury
H.O.D, Department of English
Madhab Chandra Das College, Sonai

EVALUATIVE REPORT OF THE DEPARTMENT OF BENGALI

1. Name of the department : - Bengali
2. Year of establishment : - 1972
3. Name of programmes/courses offered : -UG
(UG, PG, Ph.D., M.Phil. Integrated Master, Integrated Ph.D. etc.)
4. Names of Interdisciplinary courses and the department/units involved : - NIL
5. Annual/Semester/choice based credit system (programme wise):-
Semester
6. Participation of the deptt. in the courses offered by other deptt. : - Nil
7. Courses in collaboration with other Universities, Industries, Foreign Institutions, etc. :-Nil
8. Details of courses/programmes discontinued (if any) with reasons : - Nil
9. Number of Teaching posts:-

Name of the post	Sanctioned	Filled
Professor	-	-
Associate Professor	One	Yes
Asstt. Prof.	Two	Yes
Part-Time	Two	Yes

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M.Phil. etc.)

Name	Qualification	Designation	Specialisation	No. of years of experience	No. of Ph. D. students guided last 4 years
Manju Bhattacharjee	M.A.	Associate Prof.	-	30 yrs.	-
Dr. Abdul Matin Laskar	M.A., B.Ed.,	Asstt. Prof.	Contemporar	15 yrs.	-

	M.Phil., Ph.D.		y Literature		
Mansur Ahmed Barbhuiya	M.A., M.Phil.	Asstt. Prof.	-	04 yrs	-
Ananya Gupta	M.A.	Asstt.Prof. (Part-time)	Nil	Nil	Nil
Bhaswati Paul	M.A.	-do-	Nil	Nil	

11. List of Senior visiting faculty :-(1) Tapodhir Bhattacharjee, Ex-Vice-Chancellor, Assam University & Prof. Emeritus

(2) Abid Raja Mazumder, Ex-Principal, Former HOD, Deptt. of Bengali, Nehru College, Pailapoor.

12. Percentage of lectures delivered and practical classes handled :25% (programme wise) by temporary faculty

13. Student-Teacher Ratio (programme-wise) 120:1 (session- 2014-15)

14. Number of academic support staff (technical) and administrative staff; Sanctioned and filled: Nil

15. Qualifications of teaching faculty with DSc/D.Litt/Ph.D./M.Phil./PG : - PG,M.Phil. Ph.D.

16. Number of faculty with ongoing projects from (a) National (b) International funding agencies and grants received : -Nil

17. Departmental projects funded by DST-FIST;UGC, DBT, ICSSR, etc. and total grants received: Nil

18. Research Centre/facility recognized by the University: Not applicable

19. Publications:

*(a) Publication per faculty: 06 nos.

- Number of papers published in peer reviewed journals (national/international) by faculty and students.: - Nil
- Number of publications listed in international Database (For Eg: Web of Science, Scopus, Humanities International Complete, dare Database-International Social Sciences Directory, EBSCO host, etc.): Nil
- Monographs:-Nil
- Chapter in Books:-Yes, by Dr. Abdul Matin Laskar
- Books edited:-Yes, by Dr. Abdul Matin Laskar
- Books with ISBN/ISSN numbers with details of publishers:- Yes, (Details provided under 3.4.3)
- Citation Index:-
- SNIP:-Nil
- SJR:-Nil
- Impact factor:-Nil

- H—index:-Nil
20. Areas of consultancy and income generated:- Nil
21. Faculty as members in
- (a) National Committees :-Nil
- (b) International Committees:-Nil
- (c) Editorial Boards: - Yes, Dr. Abdul Matin Laskar
22. Students projects
- (a) Percentage of students who have done in-house projects including inter departmental/ programme: - Yes, we have done it specially for the honours students.
- (b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/Other Agencies:
Nil
23. Awards/Recognitions received by faculty and students:-Nil
24. List of eminent academicians and scientists/visitors to the department-
- (1) Tapodhir Bhattacharjee, Ex-Vice-Chancellor,
Assam University & Prof. Emeritus
- (2) Abid Raja Mazumder,
Ex-Principal, Former HOD, Deptt. of Bengali, Nehru College,
Pailapoor
- (3) Dr. Biswatosh Choudhury, Associate Prof. Assam
University, Silchar
25. Seminars/Conference/Workshops organised & the source of funding
- (a) National :-Nil
- (b) International :-Nil
26. Student profile programme/course wise:

Name of the Course/programme (refer question no.4)	Applications received No. of student	Selected	Enrolled		Pass percentage
			M	F	
TDC 1st sem.	190	185	80	105	88%
TDC 2nd Sem.	183	183	78	105	90%
TDC 3 rd sem.	136	136	54	82	86%
TDC 4 th sem.	134	134	51	83	83%
TDC 5 th sem.	110	110	47	63	72%
TDC 6 th sem.	67	67	26	41	68%

*M=Male *F =Female

27. Diversity of students

Name of the Course	% of students from the same state	% of students from the other states	%of students from abroad
UG	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, defense services, etc.?
Nil

29. Student progression

Student progression	Against % enrolled
UG to PG	30%
PG to M.Phil.	15%
PG to Ph.D.	7%
Ph.D. to Post-Doctoral	Nil
Employed	N.A
• Campus selection	
• Other than campus recruitment	10%
Entrepreneurship/Self-employment	30%

30. Details of Infrastructural facilities

- (a) Library :-Both Central & Departmental are available
- (b) Internet facilities for Staff & Students :-Centralised Internet facilities are available both in the Library & Teachers' Common Room
- (c) Class rooms with ICT facility :- There is one class room with ICT facilities in the College
- (d) Laboratories :-Not available

31. Number of students receiving financial assistance from College, University, government or other agencies :- 15% from UGC & College fund

32. Details on student enrichment programmes
Departmental Special Lectures, Seminar & (special lectures/workshops/seminar) with external experts, Workshop are held regularly.

33. Teaching methods adopted to improve student learning:-Regular assignment and departmental seminar and field work for honours students are held regularly

34. Participation in Institutional Social responsibility:
Yes, we are organised so many programs
(ISR) and Extension activities for human development
35. SWOC analysis of the department and Future plans :-

Strength

We have energetic, dedicated & well qualified teachers in the department. It is worth mentioning that since last few years our students comparatively performing better result in our College. Apart from the result, our students are also involving in different activities of the College and proving their leadership with excellence and also the student communities are related with innovative writings.

Weakness

Students-Teacher ratio is not upto the mark. Presently we have only three permanent teachers & two permanent teachers but our College is a multi-faculty College were Science, Arts & Commerce stream is going on. We have enough possibility for extended activity in socio-cultural and literary aspect but due to the lack of adequate number of teachers we are unable to do the same.

Opportunities

Literature is the mirror of History-Culture and Society. So, our responsibility is not only to teach the students in the class. At the same time, we are to involve ourselves with the greater society in and around us. Keeping in view of this, we can opened different social & linguistical survey of Cachar district, Folk & Cultural Study Centre, Folk based museum etc.

Challenges

Presently our deptt. is performing better result in Assam University and Assam Higher Secondary Education Council. We are to go forward with the present positive result and in future our motto is to be the best deptt. in the College.

Future Plan

1. To develop into a multi-facet department.
2. To introduce PG course in the department.
3. To facilitate students of the department to undertake research concerning Barak Valley with special emphasis on greater Sonai area and its folklore culture.
4. To improve students, to inspire students, to undertake project work.
5. To up-grade departmental magazine to be a peer reviewed one.
6. Workshop, Departmental Seminar and classes of visiting lectures have to be increased.
7. Special facility in term of infrastructure and other relevant amenities needs to be provided.

HOD, department of Bengali
Madhab Chandra Das College,
Sonai, Cachar

EVALUATIVE REPORT OF THE DEPARTMENT OF MANIPURI

1. Name of the department : - MANIPURI
2. Year of establishment : - 1972
3. Name of programmes/courses offered : -UG
(UG, PG, Ph.D., M.Phil., Integrated Master, Integrated Ph.D. etc.)
4. Names of Interdisciplinary courses and the department/units involved : - NIL
5. Annual/Semester/choice based credit system (programme wise) : - Semester
6. Participation of the deptt. in the courses offered by other deptt. : - Nil
7. Courses in collaboration with other Universities, Industries, Foreign Institutions, etc. :-Nil
8. Details of courses/programmes discontinued (if any) with reasons :- Nil
9. Number of Teaching posts:-

Name of the post	Sanctioned	Filled
Professor	-	-
Associate Professor	-	-
Asstt. Prof.	01	01
Part-Time	-	-
Non-sanctioned	01	(Appointment under process)

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D/Litt./Ph.D./M.Phil. etc.)

Name	Qualification	Designation	Specialisation	No. of years of experience	No. of Ph. D. students guided last 4 years
Mangala Laisram	MA(NET)	Asstt.Prof.	Literature	17 yrs.	Nil
Dr. Nirmala Singha	M.A.,Ph.D.	Asstt. prof. Under processing	-do-	17 yrs.	Nil
Rahmat Ali	M.A., M.Phil.	Part-time	-do-	-	-

11. List of Senior visiting faculty :-Nil
12. Percentage of lectures delivered and practical classes handled :Nil
(programme wise) by temporary faculty
13. Student-Teacher Ratio (programme-wise):Pass:- 20:1, Honours- 2:1
14. Number of academic support staff (technical) and administrative staff; Sanctioned and filled: Nil

15. Qualifications of teaching faculty with
DSc/D.Litt/Ph.D./M.Phil./PG : - PG,M.Phil. Ph.D.
16. Number of faculty with ongoing projects from (a) National (b)
International funding agencies and grants received
: -Nil
17. Departmental projects funded by DST-FIST;UGC, DBT, ICSSR,
etc. and total grants received: UGC
18. Research Centre/facility recognized by the University: Not
applicable
19. Publications:
*(a) Publication per faculty:
- Number of papers published in peer reviewed journals
(national/international) by faculty and students.-
(i) Madhabida Conceptual Metaphor in ICHEMMA (Journal)
RNI No.-68931 Jan.2011, ISSN-2394-7101
(ii) Madhabi Upanyasta Metaphoric Amasung Metonomic
Mode
In Leikol(Journal) Oct.,2014, ISSN-2321-0788.
 - Number of publications listed in international Database (For
Eg: Web of Science, Scopus, Humanities International
Complete, dare Database-International Social Sciences
Directory, EBSCO host, etc.): Nil
 - Monographs:-Nil
 - Chapter in Books:-Nil
 - Books edited:-Nil
 - Books with ISBN/ISSN numbers with details of publishers:-Nil
 - Citation Index:-Nil
 - SNIP:-Nil
 - SJR:-Nil
 - Impact factor:-Nil
 - H—index:-Nil
20. Areas of consultancy and income generated:- Nil
21. Faculty as members in
(a) National Committees :-Nil
(b) International Committees :-Nil
(c) Editorial Boards:- Yes, Dr. Abdul Matin Laskar
22. Students projects
(a) Percentage of students who have done in-house projects including
inter departmental/ programme:- Nil
(b) Percentage of students placed for projects in organizations outside
the institution i.e. in Research laboratories/Industry/Other Agencies:
40%
23. Awards/Recognitions received by faculty and students:-Nil
24. List of eminent academicians and scientists/visitors to the
department-Nil
25. Seminars/Conference/Workshops organised & the source of
funding

(a) National :-Nil

(b) International :-Nil

26. Student profile programme/course wise: **Entry year 2011-12**
Result of Final Exam. 6th Sem. declared on 2014

Name of the Course/programme (refer question no.4)	Applications received No. of student	Selected	Enrolled		Pass percentage
			M	F	
TDC 1st sem.	65	60	20	40	20%
TDC 2nd Sem.		60	20	40	15%
TDC 3 rd sem.		50	18	32	4.5%
TDC 4 th sem.		50	18	32	12%
TDC 5 th sem.		40	15	25	48%
TDC 6 th sem.		40	15	25	19%

*M=Male *F =Female

27. Diversity of students

Name of the Course	% of students from the same state	% of students from the other states	%of students from abroad
UG	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, defense services, etc.? One

29. Student progression

Student progression	Against % enrolled
UG to PG	15%
PG to M.Phil.	40%
PG to Ph.D.	7%
Ph.D. to Post-Doctoral	Nil
Employed <ul style="list-style-type: none">Campus selection	N/A
<ul style="list-style-type: none">Other than campus recruitment	N/A
Entrepreneurship/Self-employment	N/A

30. Details of Infrastructural facilities

(a) Library

:-Both Central &

- Departmental are available
- (b) Internet facilities for Staff & Students :-Centralised
Internet facilities are available both in the Library & Teachers' Common Room
- (c) Class rooms with ICT facility :- There is one class room with ICT facilities in the College
- (d) Laboratories :-N/A
31. Number of students receiving financial assistance from College, University, government or other agencies & College fund :- 10% from UGC & College fund
32. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts :-Nil
33. Teaching methods adopted to improve student learning: assignment and departmental seminar and field work for honours students are held regularly
34. Participation in Institutional Social responsibility (ISR) and Extension activities development :-Yes, we are organised so many programs for human
35. SWOC analysis of the department and Future plans :-

Strength : The Department has sufficient numbers of Students.

Weakness : As the meritorious students got admitted in the reputed colleges of the district.

This college could only get medium and low calibre students.

The students are mainly from the villages and poor families.

Opportunity : To get better social life and status in future the students have been giving different types of courses along with academic carrier.

Challenges : The students are interested in studies but the books are not readily available in the market due to less publication of books in the state. Despite this shortcomings the faculty member take personal interest in order to acquaint with the subjects and lessons and distribute among the students xerox copies of the books available with the faculties.

Future Plan : 1. To encourage students for participation in Seminars and Workshop.

2. Steps to be taken for publishing of a departmental Journals.

3. To encourage students for publishing of articles in journal and newspaper

4. To organise Guest lectures by senior member of other colleges and University.

HOD, department of Manipuri
Madhab Chandra Das College,
Sonai, Cachar

EVALUATIVE REPORT OF THE DEPARTMENT OF PERSIAN

1. Name of the department : **Persian**
2. Year of Establishment : **1972**
3. Names of Programmes / Courses offered (UG, PG, M. Phil , Ph. D, Integrated Masters, Integrated Ph. D., etc.) : **UG**
4. Names of Interdisciplinary courses and the departments/units involved
5. Annual/semester/choice based credit system (programme wise) : **Semester**
6. Participation of the department in the courses offered by the other department : **No**
7. Courses in collaboration with other universities, industries, foreign institution, etc. : **No**
8. Details of courses/ programme discontinued (if any) with reasons : **No**
9. Number of teaching posts

Designation	Sanctioned	Filled
Professors	NIL	NIL
Associate Professors	NIL	NIL
Asst. Professors	02	Permanent

10. Faculty profile with name, Qualification, designation, specialization, (D. Sc/D.Litt. /Ph. D/ M. Phil. etc.

Name	Qualification	Designation	Specialization	No. of Year Of Experie	No. of Students guided for t last 4 years
Barat Uddin Laskar	M.A.	Asst. Prof & HOD	Classical Persian prose & Poetry	35 years	-
Dr. Abdul Khalique Laskar	M.A., M.M., NET, Ph. D	Asst. Prof.	Sufism & Literary History of Persia	7 years	-

11. List of Senior visiting faculty : **Not Applicable**
- 12 Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : **Odd Semester – 30%, Even Semester - 17%**
- 13 Student – Teacher Ratio (programme wise) : TDC(Pass) – 1:50, TDC (Honours) – Nil
- 14 Number of academic support staff (technical) and administrative staff, sanctioned and filled : **No**
- 15 Qualification of teaching faculty with D. Sc./ D. Lit./ Ph. D./ M. Phil/ PG. : **PG, Ph. D**

16 Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : No

17 Departmental projects funded by DST – FIST, UGC, DBT, ICSSR, etc. and total grants received :

Not Applicable

18 Research Centre/ facility recognized by the University : Not Applicable

19 Faculty as member in : Not Applicable

- a) National committees
- b) International committees
- c) Editorial Boards

20 Awards / Recognitions received by the faculty and students: Yes

(1) Dr. Abdul Khalique Laskar has been awarded Ph. D. degree by the Gauhati University in 2010.

(2) Gold Medal award has been conferred to Dr. Abdul Khalique Laskar by the Gauhati University in 2006.

(3) K. K. Handique Memorial award has been conferred to him by the Gauhati University in 2006

21. Seminars / Conferences / Workshops organized & the source of funding: **Not Applicable**

- a) National
- b) International

22. Student profile programme / course wise

Name of the Course Programme (refer question no.)	No. of students enrolled	Drop Out	Pass percentage	Remedial measures Undertaken/suggested
H.S 1 st year	70	-	-	Special care has been Taken by the department
H. S. 2 nd year	104	-	-	do
B.A. 1 st & 2 nd Semester	42	-	-	do
B.A. 3 rd & 4 th Semester	35	-	-	do
B.A. 5 th & 6 th Semester	30	-	-	do

23. Diversity of Students

Name of the Course	% of students from the same state	% of students from the other state	% of students from abroad
H.S 1 st year	100%	NIL	NIL
H. S. 2 nd year	100%	NIL	NIL
B.A. 1 st & 2 nd Semester	100%	NIL	NIL
B.A. 3 rd & 4 th Semester	100%	NIL	NIL
B.A. 5 th & 6 th Semester	100%	NIL	NIL

24. Details of Infrastructural facilities

- a) Library : Yes
- b) Inter facilities for Staff & Students : Not only department but also whole in the college.
- c) Class rooms with ICT facilities: same as above
- d) Laboratories : No

25. Details on student enrichment programmes (special lectures / workshops/ seminars) with external experts : NIL

26. Teaching methods adopted to improve student learning: The department of Persian has been adopting the following teaching methods to improve student learning for only pass course students:

a) **Creation Method:** Creation of good environment in the class room for better understanding of the teachers.

b) **Knowledge base Method:** According to this method the departmental faculty members have tried to provide fruitful lectures regarding syllabus related topics, giving the name of reference books, journals, text books, etc.

c) **Understanding Methods:** By adopting this method the teachers have arranged the group discussion, question – answer strategy and provide homework to the students.

d) **Interaction Method:** In this method the teachers have interacted with the students regarding their syllabus but that will help the students to their future career development.

e) **ICT Method:** ICT method is the Information and Communication Technologies which have been used by the faculty members of Persian. Through the projector, different seminar topics, language style and grammar, etc. have been displayed and tried to explain the relevant topics and to show them how the communication skills can be used through the ICT.

27. SWOC analysis of the department and future plan.

SWOC indicates the strength, weakness, opportunities and challenges. SWOC of the department of Persian can be understood with the help of the following distributions.

Strength:

- I) At present two permanent Assistant professors
- II) Out of two faculty members in the department one belongs to category of Asst. Prof. (senior) who is NET & Ph. D holder.

Weakness :

Students taking Persian Subject are very weak in comparison to the students of other subjects of the college. They opt for Persian as elective subject as elective subject as a scoring one. It must be mentioned that Assam University has not introduced this subject in PG course for which the students feel less attraction for it.

Opportunities :

The department of Persian, Madhab Chandra Das College has all kinds of facilities to choose Persian as pass subjects because all the faculty members are having different specialization papers in the PG courses. Faculty members have been trying to provide best of the teaching opportunities to the students through creation of homely atmosphere.

Challenges and Future Plans:

Now the department is facing great challenges regarding lack of adequate faculty members because only two members cannot fulfill the dreams of the student for which another two teachers will be required for smooth teaching. In spite of having such problems the department has taken many long-term plan/ policies to improve the students' results, relationship between the students and the teachers through arranging departmental seminars, guest lectures, National Seminar, interdisciplinary classes and study tour. Besides these the department will try to open honours course in the subject, raise demand to the authority Assam University to introduce the Persian department in PG courses in the University, and also

Future Plan:

1. To publish a Departmental Wall Magazine,
2. To publish a Departmental Annual Journal.
3. To organize a National / Regional Seminar.
4. To introduce Honours course in the department
5. To urge upon the affiliating University to introduce Persian in the PG Course.

Barat Uddin Laskar
HOD, Persian
Madhab Chandra College, Sonai

EVALUATIVE REPORT OF THE DEPARTMENT OF HISTORY

1. Name of the department :- **History**
2. Year of establishment :- **1972**
3. Name of programmes/courses offered :- **UG**
(UG, PG, Ph.D., M.Phil., Integrated Master, Integrated Ph.D. etc.)
4. Names of Interdisciplinary courses and the department/units involved :-
(a) **Deptt. of Pol.Science-Hist. of N.E. India** (b) **deptt. of Economics, Hist. of India.**
5. Annual/Semester/choice based credit system (programme wise) :-
Semester
6. Participation of the deptt. in the courses offered by other deptt. :-
Inter-disciplinary lectures delivered in the deptt. of Economics & Pol. Science
7. Courses in collaboration with other Universities, Industries, Foreign Institutions, etc. :-
Nil
8. Details of courses/programmes discontinued (if any) with reasons :-
Nil
9. Number of Teaching posts:-

Name of the post	Sanctioned	Filled
Professor	Nil	Nil
Associate Professor	Nil	Nil
Asstt. Prof.	02	02
Part-Time	Nil	Nil

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D/Litt./Ph.D./M.Phil. etc.)

Name	Qualification	Designation	Specialisation	No. of years of experience	No. of Ph. D. students guided last 4 years
Khaled Azam Mauzmdar	M.A., M.Phil.	Asstt. prof.	Modern India	14 years	Nil
Md. Afsor Hussain Laskar	M.A., M.Phil.	Asstt. Prof.	Modern India	03 years	Nil

11. List of Senior visiting faculty :- **Nil**
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty :- **Nil**
13. Student-Teacher Ratio (programme-wise) :- **25:1**

14. Number of academic support staff (technical) and administrative staff; Sanctioned and filled: **Nil**

15. Qualifications of teaching faculty with DSc/D.Litt/Ph.D./M.Phil./PG : - **M.Phil. -02**

16. Number of faculty with ongoing projects from (a) National (b) International funding agencies and grants received
: -**Nil**

17. Departmental projects funded by DST-FIST;UGC, DBT, ICSSR, etc. and total grants received: **1, grants received- 1.35 lacks**

18. Research Centre/facility recognized by the University: **Nil**

19. Publications:

*(a) Publication per faculty: **Nil**

- Number of papers published in peer reviewed journals (national/international) by faculty and students.: - **Nil**
- Number of publications listed in international Database (For Eg: Web of Science, Scopus, Humanities International Complete, dare Database-International Social Sciences Directory, EBSCO host, etc.): **Nil**
- Monographs :-**Nil**
- Chapter in Books :-**Nil**
- Books edited :- **Nil**
- Books with ISBN/ISSN numbers with details of publishers:-
Nil
- Citation Index :- **Nil**
- SNIP :- **Nil**
- SJR :- **Nil**
- Impact factor :- **Nil**
- H—index :- **Nil**

20. Areas of consultancy and income generated:- **Nil**

21. Faculty as members in

(a) National Committees :- **Nil**

(b) International Committees :- **Nil**

(c) Editorial Boards:- **Nil**

22. Students projects

(a) Percentage of students who have done in-house projects including inter departmental/ programme:- **Nil**

(b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/Other Agencies:
Nil

23.Awards/Recognitions received by faculty and students:- **Nil**

24. List of eminent academicians and scientists/visitors to the department- **Nil**

25. Seminars/Conference/Workshops organised & the source of funding

(a) National :- **Nil**

(b) International :- **Nil**

26. Student profile programme/course wise:

Name of the Course/programme (refer question no.4)	Applications received No. of student	Selected	Enrolled		Pass percentage
			M	F	
TDC 1st sem.	55	49	20	29	30%
TDC 2nd Sem.	-	49	20	29	30%
TDC 3 rd sem.	-	46	25	21	28%
TDC 4 th sem.	-	39	17	22	32%
TDC 5 th sem.	-	30	12	18	26%
TDC 6 th sem.	-	28	15	13	20%

*M=Male *F =Female

27. Diversity of students

Name of the Course	% of students from the same state	% of students from the other states	%of students from abroad
UG	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, defense services, etc.? **20 in Defense services**

29. Student progression

Student progression	Against % enrolled
UG to PG	06%
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
Employed	N.A
• Campus selection	
• Other than campus recruitment	NA
Entrepreneurship/Self-employment	NA

30. Details of Infrastructural facilities

- (a) Library **: -Both Central & Departmental are available**
- (b) Internet facilities for Staff & Students: **-Centralised Internet facilities are available both in the Library & Teachers' Common Room**

(c) Class rooms with ICT facility:- **There is one class room with ICT facilities in the College**

(d) Laboratories :-**Not available**

31. Number of students receiving financial assistance from

College, University, government or other agencies :- **15 nos. getting SC/ST &Minority Scholarship**

32. Details on student enrichment programmes :-**Nil**

(special lectures/workshops/seminar) with external Workshop are held regularly.
experts

33. Teaching methods adopted to improve student learning:-**Besides general lecture methods sometimes students are taken to places of Historical importance**

34. Participation in Institutional Social responsibility :-

(ISR) and Extension activities

:N.C.C. under the A.N.O. of Khaled Azam Mazumder, Deptt. of History

35. SWOC analysis of the department and Future plans :-

Strength

Sincerity and comradeship of the faculty members. The students are provided study materials both in hard and soft forms. The students are provided peaceful and congenial atmosphere for teaching-learning process, which includes state of art library and smart class room etc.

History as a subject is lucrative for appearing in competitive examination including Civil Services. Any sort of written interviews for job in any post do have some question on History. This aspect is being gradually realized by the students.

Weakness

The students mostly come from the rural areas with a very mediocre base & therefore they after fail to cope up with the challenges of higher education in the form of syllabus & curriculum.

- weak alumni consciousness.
- weak consultancy output.
- yet to offer CBCS pattern of education to the students by the affiliating University, which would help the students to score good marks.
- Defective syllabus. The syllabus is so vast in comparison with other subjects at the same level students become afraid & are disinterested to study the subject.

Challenges

- Limited job opportunities after passing out traditional undergraduate courses.
- Large scale exodus of bright students towards professional courses.
- Mushrooming growth of private Colleges.

Future Plan

1. To undertake quality research studies, consultancy & learning programmes & to collaborate with other stakeholders of higher education for quality evaluation, promotion & sustenance.
2. To come up with departmental research journals for the upliftment of research culture.
3. To organise National & International Seminars, Workshop, Orientation programmes.
4. Department has a vision to develop a numismatic centre to provide understanding of handling resources.
5. To initiate PG department in the College campus.
6. Department also is taking interest to invite expert teachers of History from various universities & Institute to orient the students & explore their interest of studying history.
7. Department also taking initiative to open a numismatic centre in collaboration with numismatic students, Kolkata.
8. Department has also a plan to organise guest lectures on syllabus based topic to inspire the students & develop their knowledge of the subject.
9. Department to organizes tour programmes in places & historical importance to make the past alive before the students.

What we do:-In addition to regular course, the department also provide regular tutorial classes, unit tests, departmental seminar, project on various syllabus related topics so as to initiate a research enabled environment.

HOD, department of History
Madhab Chandra Das
College, Sonai, Cachar

EVALUATIVE REPORT OF THE DEPARTMENT OF ECONOMICS

1. Name of the department: **Economics**
2. Year of Establishment: **1975**
3. Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters, Integrated Ph.D., etc.): **UG**
4. Names of Interdisciplinary courses and the departments/units involved: **Nil**
5. Annual/semester/choice based credit system (programme wise): **Semester**
6. Participation of the department in the courses offered by other departments: **Commerce Stream**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **Nil**
8. Details of courses/programmes discontinued (if any) with reasons: **Nil**
9. Number of Teaching posts

	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	01	01
Asst. Professors	02	02

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M.Phil., etc.)

Name	Qualification	Designation	Specialisation	Years of Experience	No. of Ph.D. Students guided for last 4 years
Sanath Kumar Deb	M.A.	Associate Professor	Demography	36 years	Nil
Hrishikesh Nath	M.A.	Assistant Professor, Stage-II	Banking	26 years	Nil
Munim Ahmed Barbhuiya	M.A. B.Ed. M.Phil.	Assistant Professor, Stage-I	Agricultural Economics & International Economics	04 years	Nil

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11. List of senior visiting faculty: **Nil**
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: **Nil**
13. Student-Teacher Ratio (programme wise): 1:175
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **Nil**
15. Qualifications of teaching faculty with D.Sc./D.Litt./Ph.D./M.Phil./PG.: **PG and M.Phil.**
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **There is no ongoing project. However, 02 nos. of faculty has received MRP grant from UGC-NER and completed the same. Mr. Hrishikesh Nath has completed “Problems and Prospects of Micro and Small Enterprises Assam with special reference to Cachar district” in the year 2011 and Mr. Munim Ahmed Barbhuiya has completed “Rural Development under Panchayati Raj Institutions: A Study in Cachar District of Assam” in the year 2013.**
17. Departmental projects funded by DST – FIST, UGC, DBT, ICSSR, etc. and total grants received: **Nil**
18. Research Centre/facility recognized by University: **Nil**
19. Publications:
 - * Publication per faculty: **01**
 - * Number of papers published in peer reviewed journals (national/international) by faculty and students: **Nil**
 - * Number of publications listed in International Database (For Eg. Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences Directory, EBSCO host, etc.): **Nil**
 - * Monographs: **Nil**
 - * Chapter in Books: **Nil**
 - * Books Edited: **01. Mr. Munim Ahmed Barbhuiya has jointly edited a book “Panchayati Raj Institutions in India: Democratic Decentralisation and Rural Development” with Mrs. Nandini Singha.**
 - * Books with ISBN/ISSN numbers with details of publishers: **Nil**
 - * Citation Index: **Nil**
 - * SNIP: **Nil**
 - * SJR: **Nil**
 - * Impact factor: **Nil**
 - * h-index: **Nil**
20. Areas of consultancy and income generated: **Nil**
21. Faculty as members in
 - a) National Committees: **Nil**
 - b) International Committees: **Nil**
 - c) Editorial Boards: **Nil**
22. Student projects
 - a) Percentage of students who have done in-house projects including inter departmental/programme: **Not applicable**

b) Percentage of students placed for projects in organizations outside the institution i.e., in Research laboratories/Industry/other agencies:
Not applicable

23. Awards/Recognitions received by faculty and students: **A good number of students has qualified “TET” conducted by Education Deptt., Govt. of Assam.**

24. List of eminent academicians and scientists/visitors to the department:
Not applicable

25. Seminars/Conferences/Workshops organized & the source of funding
a) National: **UGC-NERO funded National Seminar on “Panchayati Raj Institutions in India: Democratic Decentralisation and Rural Development” was jointly organized by the Department of Economics, Political Science & History on 25th & 26th September, 2010.**

b) International: **Nil**

26. Student profile programme/course wise:

Name of the Course/Programme (refer question no.4)	Applications Received	Selected	Enrolled		Pass percentage
			*M	*F	
T.D.C. 1 st Semester (Arts)	230	201	81	120	13.0
T.D.C. 2 nd Semester (Arts)	-	201	81	120	16.9
T.D.C. 3 rd Semester (Arts)	-	160	64	96	5.0
T.D.C. 4 th Semester (Arts)	-	160	64	96	11.0
T.D.C. 5 th Semester (Arts)	-	130	52	78	50.0
T.D.C. 6 th Semester (Arts)	-	130	52	78	18.0

*M = Male *F = Female

27. Diversity of students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
T.D.C. 1 st & 2 nd Semester (Arts)	100	00	00
T.D.C. 3 rd & 4 th Semester (Arts)	100	00	00
T.D.C. 5 th & 6 th Semester (Arts)	100	00	00

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defence Services, etc. ?

29. Student progression

30.

Student progression	Against % enrolled
UG to PG	12
PG to M.Phil.	Not applicable
PG to Ph. D.	Not applicable
Ph. D. to Post-Doctoral	Not applicable
Employed • Campus selection	Not applicable

• Other than campus recruitment	
Entrepreneurship/Self-employment	86

31. Details of Infrastructural facilities
- Library: **Central Library & Departmental Library**
 - Internet facilities for Staff & Students: **Laptop has been provided to each faculty and whole campus has Wi-Fi connectivity**
 - Class rooms with ICT facility: **In addition to above, there is one Smart Class room with every facility in college**
 - Laboratories: **Nil**
32. Number of students receiving financial assistance from college, university, government or other agencies: **78 nos getting SC, ST & Minority scholarship**
33. Details of students enrichment programmes (special lectures/workshops/Seminar) with external experts: **The department has organized a financial literacy programme for students and general public which was held on 24th Dec, 2014 where Dr. Samar Ch. Deb, Associate Professor in Economics, R.S. Girls' College, Karimganj delivered as resource person.**
34. Teaching methods adopted to improve student learning: **According to the needs of the situation, the Department of Economics has been adopting following teaching methods to improve student learning for both honours and pass course students-**
- **Lecture method:** In order to impart authentic, systematic and effective information about the topics of the syllabus on Economics, the faculty members generally use 'lecture method' in the class room. In higher education, this method is very helpful to motivate the students, to clarify the topic, to review the deliberations and to expand the contents.
 - **Discussion method:** Faculty members of the department regularly use 'informal discussions' about the course contents with the students. Sometimes 'classroom discussion', 'debate', 'symposium', 'panel discussion', 'brain storming', etc. are also used.
 - **Assignment method:** The whole of the syllabus is split into significant topics. Each topic, in its turn is sub-divided into different sub-topics. The students are usually required to prepare the assignments in writing on different sub-topics of the syllabus which help them in organization of knowledge, assimilation of facts and better preparation for examination.

Up-to-date Printed aids such as text books, reference books, periodicals, journals, etc. are used in the department as well as up-to-date Audio, Visual & Audio-visual aids such as slides, films, graphs and charts, computers, etc. are used. The

department also uses ‘Smart Classroom’ available in the college and helps the students to use ‘Information and Communication Technologies (ICT)’ in order to get latest information in the subject.

35. Participation in International Social Responsibility(ISR) and extension activities: **Mr. Munim Ahmed Barbhuiya is the Programme Officer, National Service Scheme (NSS), M.C.D. College unit.**
36. SWOC analysis of the department and Future plans:

SWOC Analysis:

- ***Strength-*** The department has three nos. of experienced permanent faculty. There is one Associate Professor and two Assistant Professors. The department also provides honours course to interested students.
- ***Weakness-*** As very few numbers of students enrol in arts stream having mathematical background; hence they find it difficult to enrol in honours course. So, enrolment in honours course is irregular throughout the years.
- ***Opportunities-*** There is a great opportunity to start B.Sc. Course with the combination of subjects “Economics, Statistics & Mathematics”. As most of the students of Science stream are from mathematical background, so enrolment in honours course in Science Stream may increase in future.
- ***Challenges-*** The greatest challenge that department has been facing is shortage of staff. There are only three sanctioned posts with which the department has been facing difficulties to continue both pass & honours course. Any additional increase in staff strength may enhance academic performance of the department.

Future Plan:

- ❖ The department has decided to publish a Wall Magazine at a regular interval.
- ❖ There is a plan to publish a Multidisciplinary Journal with ISSN at a regular interval.
- ❖ The department has planned to establish an academic platform in collaboration with Commerce stream and other likeminded people of the community.
- ❖ The department has planned to conduct a socio-economic survey in the villages of the Barak Valley districts of Assam.
- ❖ The department has a plan to organize at least one National Level Seminar on a burning topic in near future.

Senath Kumar Deb
Head, Department of Economics
Madhya Chandra Das College, Sonia

**EVALUATIVE REPORT OF THE DEPARTMENT OF POLITICAL
SCIENCE**

1. Name of the department: **Political Science**
2. Year of Establishment: **1972**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) **UG**
4. Names of Interdisciplinary courses and the departments/units involved:
Political Science & History
Political Science & Philosophy
5. Annual/ semester/choice based credit system (programme wise):
Semester
6. Participation of the department in the courses offered by other departments: **Not Applicable**
7. Courses in collaboration with other universities, industries, foreign institutions, etc. **No**
8. Details of courses/programmes discontinued (if any) with reasons: **No**
9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	02	02
Asst. Professors	01	01

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. Etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Nandini Singha	M.A. B.Ed	Associate Professor	Sociology	29 years	
M Jaybabu Singha	M.A. L.L.B.	Associate Professor	Public Administration	27 years	
Bipul Pator	M.A. (N.E.T.)	Assistant Professor	Public Administration	04 years	

11. List of senior visiting faculty: **NIL**
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: **NIL**
13. Student -Teacher Ratio (programme wise): **150:1(Pass Course) 1:1 (Hons Course)**
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **Not Applicable**
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG : **PG**
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **NIL**
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **Minor Research Project- U.G.C. Name of the MRP- "A Brief Analysis regarding the Cultural Crisis and Changing Identity of Tiwa Tribe of Assam-With special reference to Morigaon District of Assam", Grant received: Rs. 1,50,000/- (Rs One lakh fifty thousand),Principal Investigator- Bipul Pator, Co-investigator-Ms Nandini Sinhga**
18. Research Centre /facility recognized by the University: **No**
19. Publications:
 - a) Publication per faculty
 - Number of papers published in peer reviewed journals (national /international) by faculty and students: **01(One), Bipul Pator, , Title- An Overview of the Historic peace agreement between Centre, Assam Government and UPDS and development of the Karbi Anglong District, Annual Journal of Women'sCollege2011-12(National),Vol-V,ISSN-0975-3338**

Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.): **NIL**

Monographs: **NIL**

Chapter in Books: **NIL**

Books Edited: **01 (Nandini Singha)**

Books with ISBN/ISSN numbers with details of publishers:

01 (One), Panchayati Raj Institutions in India: Democratic Decentralization and Rural Development, ISBN: 978-81-924027-1-8, Published by Madhab Chandra Das College, Sonai, Cachar

Citation Index: **NIL**

SNIP: **NIL**

SJR: **NIL**

Impact factor: **NIL**

h-index: **NIL**

20. Areas of consultancy and income generated: **NIL**

21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards: **NIL**

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme: **NIL**

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: **NIL**

23. Awards / Recognitions received by faculty and students: **NIL**

24. List of eminent academicians and scientists / visitors to the department: **NIL**

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National: **Seminar on 25th & 26th Sept'2010, Theme- Panchayati Raj Institutions in India: Democratic**

Decentralization and Rural Development

b) International: **NIL**

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
UG 1st Semester	320	291	170	121	23%
UG 2nd Semester		'do'	'do'	'do'	18%
UG 3rd Semester		250	149	101	7%
UG 4th Semester		'do'	'do'	'do'	15%
UG 5th semester		210	120	90	54%
UG 6th (Final) Semester		'do'	'do'	'do'	22%

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
UG	100%	NIL	NIL

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.? **TET- 06 nos**

29. Student progression: N/A

Student progression	Against % enrolled
UG to PG	
PG to M.Phil.	
PG to Ph.D.	

Ph.D. to Post-Doctoral	
<p style="text-align: center;">Employed</p> <ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	
Entrepreneurship/Self-employment	

30. Details of Infrastructural facilities
- a) Library: **We have both Central and Departmental Library**
- b) Internet facilities for Staff & Students: **Internet facility is available both in the Library and teachers Common Room**
- c) Class rooms with ICT facility: **Yes: Available**
- d) Laboratories: **Not Applicable**
31. Number of students receiving financial assistance from college, university,
Government or other agencies: **NIL**
32. Details on student enrichment programmes (special lectures / workshops / Seminar) with external experts: **Certificatie Course on handicraft for three month on self finance**
33. Teaching methods adopted to improve student learning: **Lectures method and Questioner method are followed**
34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **Along with other allied departments organized legal awareness programme on Women and Child Rights among the girls students and Local women folk, free health check-up camp, blood grouping camp etc**

35. SWOC analysis of the department and Future plans

SWOC analysis of the department-

Strength-

- 1) The department has 3 numbers of teaching faculties out of which two of them are Associate Professor having teaching experience with 29 & 27 years.
- 2) The department has both the Pass and Honours Course.
- 3) The teachers are belonging to different field of specialization such as Public Administration and Political Sociology.
- 4) There is a cordial relationship between students and teachers.
- 5) There is departmental cabin for the teachers.
- 6) The department has a library of its own.

Weakness-

- 1) The College itself situated in the rural area. The students mostly belongs to the poor family with a very mediocre base and therefore they fail to cope up with the higher education in the form of syllabus and curriculum
- 2) Teacher-student ratio is 100:1 and due to it the teachers cannot take proper care personally.
- 3) Weak consultancy output.

Opportunity-

- 1) Even the existing strength of the teachers faces difficulty in completing the courses within stipulated time, the teachers always tries it best to complete the courses by taking additional special classes.
- 2) The departmental seminar, group discussion and teacher-student interaction, classes can be arranged conveniently as the department has the largest number of student and there is great opportunity to develop the personality, skill and talent of the students through competition.
- 3) When any academic problem arises, the teacher can find out the solution through interchanging views among themselves.

Challenges-

- 1) The department has the challenge to improve results in both the Pass and Honours Courses.
- 2) To develop the spirit of competition among the students.
- 3) To guide the students to build their career.

Future Plan-

The Political Science department will undertake the following plan....

- 1) To publish departmental wall magazine "Politico-flame" annually.

- 2) To publish a departmental journal provided financial grant is extended by the College Authority.
- 3) To organize departmental seminars and debate on any current issues of the nation.
- 4) To organize guest lecture on important topics.

Nandini Singha
HOD, Dept of Political Science
M.C. Das College, Sonai

**EVALUATIVE REPORT OF THE DEPARTMENT OF
PHILOSOPHY**

1. Name of the department :- Philosophy
2. Year of establishment :- 1972
3. Name of programmes/courses offered :-UG
(UG, PG, Ph.D., M.Phil., Integrated Master, Integrated Ph.D. etc.)
4. Names of Interdisciplinary courses and the department/units involved :- NIL
5. Annual/Semester/choice based credit system (programme wise) :- Semester
6. Participation of the deptt. in the courses offered by other deptt. :- Nil
7. Courses in collaboration with other Universities, Industries, Foreign Institutions, etc. :-Nil
8. Details of courses/programmes discontinued (if any) with reasons :- Nil
9. Number of Teaching posts:-

Name of the post	Sanctioned	Filled
Professor	-	-
Associate Professor	Two	Yes
Asstt. Prof.	-	-
Part-Time	One	Yes

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D/Litt./Ph.D./M.Phil. etc.)

Name	Qualification	Designation	Specialisation	No. of years of experience	No. of Ph. D. students guided last 4 years
Parimal Chandra Das	M.A.	Associate Prof.	-	26 yrs.	Nil
Kanika Nath	M.A.	-do-	-	26 yrs.	Nil
Sahanaz Laskar	M.A.	Asstt.Prof. (Part-time)	Nil	Nil	Nil

11. List of Senior visiting faculty :-Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty :-Nil

13. Student-Teacher Ratio (programme-wise) : 90:1

14. Number of academic support staff (technical) and administrative staff; Sanctioned and filled: Nil

15. Qualifications of teaching faculty with DSc/D.Litt/Ph.D./M.Phil./PG :- PG

16. Number of faculty with ongoing projects from (a) National (b) International funding agencies and grants received
: -Nil
17. Departmental projects funded by DST-FIST;UGC, DBT, ICSSR, etc. and total grants received: Nil
18. Research Centre/facility recognized by the University: Nil
19. Publications:
- * (a) Publication per faculty: Nil
- Number of papers published in peer reviewed journals (national/international) by faculty and students.: - Nil
 - Number of publications listed in international Database (For Eg: Web of Science, Scopus, Humanities International Complete, dare Database-International Social Sciences Directory, EBSCO host, etc.): Nil
 - Monographs:-Nil
 - Chapter in Books:-Nil
 - Books edited:-Nil
 - Books with ISBN/ISSN numbers with details of publishers:-Nil
 - Citation Index:-Nil
 - SNIP:-Nil
 - SJR:-Nil
 - Impact factor:-Nil
 - H—index:-Nil
20. Areas of consultancy and income generated:- Nil
21. Faculty as members in
- (a) National Committees :-Nil
- (b) International Committees :-Nil
- (c) Editorial Boards:- Nil
22. Students projects
- (a) Percentage of students who have done in-house projects including inter departmental/ programme:- Nil
- (b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/Other Agencies: Nil
23. Awards/Recognitions received by faculty and students:-Nil
24. List of eminent academicians and scientists/visitors to the department-Nil
25. Seminars/Conference/Workshops organised & the source of funding
- (a) National :-Nil
- (b) International :-Nil
26. Student profile programme/course wise:

Name of the Course/programme (refer question no.4)	Applications received No. of student	Selected	Enrolled		Pass percentage
			M	F	
TDC 1st sem.	200	190	80	110	16%
TDC 2nd Sem.		190	80	110	22%
TDC 3 rd sem.		150	60	90	10%
TDC 4 th sem.		150	60	90	15%
TDC 5 th sem.		90	40	50	53%
TDC 6 th sem.		90	40	50	25%

*M=Male *F =Female

27. Diversity of students

Name of the Course	% of students from the same state	% of students from the other states	%of students from abroad
UG	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, defense services, etc.? 05 Nos. TET-06 nos.

29. Student progression

Student progression	Against % enrolled
UG to PG	10%
PG to M.Phil.	Nil
PG to Ph.D.	Nil
Ph.D. to Post-Doctoral	Nil
Employed	Nil
• Campus selection	
• Other than campus recruitment	Defense – 05 nos. TET – 06 nos.
Entrepreneurship/Self-employment	Nil

30. Details of Infrastructural facilities

- (a) Library :-Both Central & Departmental are available
 (b) Internet facilities for Staff & Students :-Centralised Internet facilities are available both in the Library & Teachers' Common Room
 (c) Class rooms with ICT facility :- There is one class room with ICT facilities in the College
 (d) Laboratories :-Not applicable

31. Number of students receiving financial assistance from College, University, government or other agencies :- 15% from UGC & College fund
32. Details on student enrichment programmes Departmental Special Lectures, Seminar & (special lectures/workshops/seminar) with external Workshop are held regularly. experts
33. Teaching methods adopted to improve student learning:-Regular assignment and departmental Seminar and field work for honours students are held regularly
34. Participation in Institutional Social responsibility:-Yes, we are organised so many program (ISR) and Extension activities for human development
35. SWOC analysis of the department and Future plans :-

Strength

Faculty members are sincere, hard-working and maintain contact with students as per as possible. Department also provide study materials to almost all the students.

Weakness

Due to insufficient faculty members the deptt. cannot provide desired service to students.

Opportunities

Given the proper infrastructural facilities and desired faculty members the deptt. can impart training to students for Civil Service Examinations.

Challenges

With the growing demand of employment opportunities among the students the syllabus need to be restricted to make the subjects more job oriented otherwise the number of students may gradually declined. However, the deptt. is maintaining a closed touch with post graduate departments of Philosophy of Assam University with regard to re-structuring UG syllabus of Philosophy

Future Plan

1. The deptt. is planning to arrange a National Seminar and One Special Lectures by external experts in the coming academic session.

2. The deptt. will organise inter-departmental seminar in the College.
3. The deptt. will arrange symposium/guest lecture for human development.

HOD, department of Philosophy
Madhab Chandra Das College,
Sonai, Cachar

EVALUATIVE REPORT OF THE DEPARTMENT OF ARABIC

1. Name of the department :- Arabic
2. Year of establishment :- 1972

3. Name of programmes/courses offered :-UG

(UG, PG, Ph.D., M.Phil., Integrated Master,
Integrated Ph.D. etc.)

4. Names of Interdisciplinary courses and the department/units involved :- NIL

5. Annual/Semester/choice based credit system (programme wise):-
Semester

6. Participation of the deptt. in the courses offered by other deptt.
:- Nil

7. Courses in collaboration with other Universities, Industries,
:-Nil
Foreign Institutions, etc.

8. Details of courses/programmes discontinued (if any) with reasons
:- Nil

9. Number of Teaching posts:-

Name of the post	Sanctioned	Filled
Professor	Nil	Nil
Associate Professor	Nil	Nil
Asstt. Prof.	02(non-sanctioned)	02
Part-Time	-	-

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D/Litt./Ph.D./M.Phil. etc.)

Name	Qualification	Designation	Specialisation	No. of years of experience	No. of Ph. D. students guided last 4 years
Makbul Hussain barbhuiya	M.A.,M.Phil.	Asstt. prof.	-	07 years	-
Humayun Azad Laskar	M.A.	Asstt. Prof.	-	11 years	-

11. List of Senior visiting faculty :-Nil

12. Percentage of lectures delivered and practical classes handled :Nil
(programme wise) by temporary faculty

13. Student-Teacher Ratio (programme-wise) :-
14. Number of academic support staff (technical) and administrative staff; Sanctioned and filled: Nil
15. Qualifications of teaching faculty with
DSc/D.Litt/Ph.D./M.Phil./PG : - PG,M.Phil.
16. Number of faculty with ongoing projects from (a) National (b) International funding agencies and grants received
: -Nil
17. Departmental projects funded by DST-FIST;UGC, DBT, ICSSR, etc. and total grants received: Nil
18. Research Centre/facility recognized by the University: Not applicable
19. Publications:
- * (a) Publication per faculty: Nil
- Number of papers published in peer reviewed journals (national/international) by faculty and students.: - Nil
 - Number of publications listed in international Database (For Eg: Web of Science, Scopus, Humanities International Complete, dare Database-International Social Sciences Directory, EBSCO host, etc.): Nil
 - Monographs:-Nil
 - Chapter in Books:-Nil
 - Books edited:-Nil
 - Books with ISBN/ISSN numbers with details of publishers:-Nil
 - Citation Index:-Nil
 - SNIP:-Nil
 - SJR:-Nil
 - Impact factor:-Nil
 - H—index:-Nil
20. Areas of consultancy and income generated:- Nil
21. Faculty as members in
- (a) National Committees :-Nil
- (b) International Committees :-Nil
- (c) Editorial Boards:- Nil
22. Students projects

(a) Percentage of students who have done in-house projects including inter departmental/ programme:- Nil

(b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/Other Agencies:Nil

23.Awards/Recognitions received by faculty and students:-Nil

24. List of eminent academicians and scientists/visitors to the department-Nil

25. Seminars/Conference/Workshops organised & the source of funding

(a) National :-Nil

(b) International :-Nil

26. Student profile programme/course wise:

Name of the Course/programme (refer question no.4)	Applications received No. of student	Selected	Enrolled		Pass percentage
			M	F	
TDC 1st sem.	08	08	06	02	80%
TDC 2nd Sem.	08	08	06	02	70%
TDC 3 rd sem.	06	06	05	01	65%
TDC 4 th sem.	06	06	05	01	45%
TDC 5 th sem.	03	03	02	01	50%
TDC 6 th sem.	03	03	02	01	50%

*M=Male *F =Female

27. Diversity of students

Name of the Course	% of students from the same state	% of students from the other states	%of students from abroad
UG	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, defense services, etc.? Nil

29. Student progression

Student progression	Against % enrolled
UG to PG	10%
PG to M.Phil.	Nil
PG to Ph.D.	Nil
Ph.D. to Post-Doctoral	Nil
Employed	Nil
• Campus selection	
• Other than campus recruitment	Nil
Entrepreneurship/Self-employment	Nil

30. Details of Infrastructural facilities

(a) Library:-Both Central & Departmental are available

(b) Internet facilities for Staff & Students :-Centralised Internet facilities are available both in the Library & Teachers' Common Room

(c) Class rooms with ICT facility:- There is one class room with ICT facilities in the College

(d) Laboratories:-Not available

31. Number of students receiving financial assistance from

College, University, government or other agencies :- 10% from UGC & College fund

32. Details on student enrichment programmes :-Nil

(special lectures/workshops/seminar) with external experts

33. Teaching methods adopted to improve student learning:-Nil

34. Participation in Institutional Social responsibility :-Nil

(ISR) and Extension activities

35. SWOC analysis of the department and Future plans :-

Strength

We have energetic, dedicated & well qualified teachers in the department. It is worth mentioning that since last few years our students comparatively performing better result in our College. Apart from the result, our students are also involving in different activities of the College and proving their leadership with excellence and also the student communities are related with innovative writings.

Weakness

At present two non-sanctioned Asstt. Prof. are conducting the classes but students taking Arabic subject very poor in comparison to other subjects because it is a very tough subject.

Opportunities

Literature is the mirror of History-Culture and Society. So, our responsibility is not only to teach the students in the class. At the same time, we are to involve ourselves with the greater society in and around us.

Challenges

Presently our deptt. is performing better result in the examination of Assam University and Assam Higher Secondary Education Council. We are to go forward with the present positive result and in future our motto is to be the best deptt. in the College.

Future Plan

1. To facilitate students of the department to undertake research concerning Barak Valley with special emphasis on greater Sonai area and its folklore culture.
2. To improve students, to inspire students, to undertake project work.
3. Special facility in term of infrastructure and other relevant amenities needs to be provided.

Makbul Hussain Barbhuiya

HOD, department of Arabic
Madhab Chandra Das College,
Sonai, Cachar

EVALUATIVE REPORT OF THE DEPARTMENT OF HINDI

1. Name of the department

:- Hindi

2. Year of establishment :- 1972
3. Name of programmes/courses offered :-UG
(UG, PG, Ph.D., M.Phil., Integrated Master, Integrated Ph.D. etc.)
4. Names of Interdisciplinary courses and the department/units involved :- NIL
5. Annual/Semester/choice based credit system (programme wise) :- Semester
6. Participation of the deptt. in the courses offered by other deptt. :- Nil
7. Courses in collaboration with other Universities, Industries, Foreign Institutions, etc. :-Nil
8. Details of courses/programmes discontinued (if any) with reasons :- Nil
9. Number of Teaching posts:-

Name of the post	Sanctioned	Filled
Professor	Nil	Nil
Associate Professor	Nil	Nil
Asstt. Prof.	01(non-sanctioned)	01
Part-Time	-	-

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D/Litt./Ph.D./M.Phil. etc.)

Name	Qualification	Designation	Specialisation	No. of years of experience	No. of Ph. D. students guided last 4 years
Jayanta Kumar Rabidas	M.A.	Asstt. prof.	-	13 years	-

11. List of Senior visiting faculty :-Nil
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty :-Nil
13. Student-Teacher Ratio (programme-wise) :-

14. Number of academic support staff (technical) and administrative staff; Sanctioned and filled: Nil
15. Qualifications of teaching faculty with
DSc/D.Litt/Ph.D./M.Phil./PG : - PG
16. Number of faculty with ongoing projects from (a) National (b) International funding agencies and grants received
: -Nil
17. Departmental projects funded by DST-FIST;UGC, DBT, ICSSR, etc. and total grants received: Nil
18. Research Centre/facility recognized by the University: Not applicable
19. Publications:
- * (a) Publication per faculty: Nil
- Number of papers published in peer reviewed journals (national/international) by faculty and students.: - Nil
 - Number of publications listed in international Database (For Eg: Web of Science, Scopus, Humanities International Complete, dare Database-International Social Sciences Directory, EBSCO host, etc.): Nil
 - Monographs:-Nil
 - Chapter in Books:-Nil
 - Books edited:-Nil
 - Books with ISBN/ISSN numbers with details of publishers:-Nil
 - Citation Index:-Nil
 - SNIP:-Nil
 - SJR:-Nil
 - Impact factor:-Nil
 - H—index:-Nil
20. Areas of consultancy and income generated:- Nil
21. Faculty as members in
- (a) National Committees :-Nil
- (b) International Committees :-Nil
- (c) Editorial Boards:- Nil
22. Students projects
- (a) Percentage of students who have done in-house projects including inter departmental/ programme:- Nil

(b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/Other Agencies:

Nil

23. Awards/Recognitions received by faculty and students:-Nil

24. List of eminent academicians and scientists/visitors to the department- Nil

25. Seminars/Conference/Workshops organised & the source of funding

(a) National :-Nil

(b) International :-Nil

26. Student profile programme/course wise:

Name of the Course/programme (refer question no.4)	Applications received No. of student	Selected	Enrolled		Pass percentage
			M	F	
TDC 1st sem.	14	14	11	03	60%
TDC 2nd Sem.	14	14	11	03	50%
TDC 3 rd sem.	10	10	08	02	45%
TDC 4 th sem.	10	10	08	02	45%
TDC 5 th sem.	05	05	04	01	30%
TDC 6 th sem.	05	05	04	01	30%

*M=Male *F =Female

27. Diversity of students

Name of the Course	% of students from the same state	% of students from the other states	%of students from abroad
UG	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, defense services, etc.? Nil

29. Student progression

Student progression	Against % enrolled
UG to PG	10%
PG to M.Phil.	Nil
PG to Ph.D.	Nil
Ph.D. to Post-Doctoral	Nil
Employed	Nil
• Campus selection	
• Other than campus recruitment	Nil
Entrepreneurship/Self-employment	Nil

30. Details of Infrastructural facilities

(a) Library :-Both Central & Departmental are available

(b) Internet facilities for Staff & Students :-Centralised Internet facilities are available both in the Library & Teachers' Common Room

(c) Class rooms with ICT facility:- There is one class room with ICT facilities in the College

(d) Laboratories :-Not available

31. Number of students receiving financial assistance from College, University, government or other agencies :- 10% from UGC & College fund

32. Details on student enrichment programmes :-Nil
(special lectures/workshops/seminar) with external experts

33. Teaching methods adopted to improve student learning:-Nil

34. Participation in Institutional Social responsibility (ISR) and Extension activities :-Nil

35. SWOC analysis of the department and Future plans :-

Strength

We have energetic, dedicated & well qualified teachers in the department. Our students are involving in different activities of the College and proving their leadership with excellence and also the student communities are related with innovative writings.

Weakness

At present One non-sanctioned Asstt. Prof. is continuing the classes but students taking Hindi subject is very poor in comparison to the students' of other subjects.

Opportunities

Literature is the mirror of History-Culture and Society. So, our responsibility is not only to teach the students in the class. At the same time, we are to involve ourselves with the greater society in and around us.

Challenges

Presently our deptt. is performing better result in Assam University and Assam Higher Secondary Education Council. We are to go forward with the present positive result and in future our motto is to be the best deptt. in the College.

Future Plan

1. To facilitate students of the department to undertake research concerning Barak Valley with special emphasis in greater Sonai area and its folklore culture.
2. To improve students, to inspire students, to undertake project work.
3. Special facility in term of infrastructure and other relevant amenities needs to be provided.

Jayanta Kumar Rabidas

HOD, department of Hindi
Madhab Chandra Das College,
Sonai, Cachar

**EVALUATIVE REPORT OF THE DEPARTMENT OF
PHYSICS**

1. Name of the department :- **Physics**
2. Year of establishment :- **1995**
3. Name of programmes/courses offered :- **UG**
(UG, PG, Ph.D., M.Phil., Integrated Master, Integrated Ph.D. etc.)
4. Names of Interdisciplinary courses and the department/units involved.
:**Mathematics, Chemistry ,Geology**
5. Annual/Semester/choice based credit system (programme wise)
Semester
6. Participation of the deptt. in the courses offered by other deptt.
:- No
7. Courses in collaboration with other Universities, Industries,
:-**Nil**
Foreign Institutions, etc.
8. Details of courses/programmes discontinued (if any) with reasons
:- **Nil**
9. Number of Teaching posts:-

Name of the post	Sanctioned	Filled
Professor	Nil	Nil
Associate Professor	Nil	Nil
Asstt. Prof.	Nil	02(non-sanctioned)
Part-Time	Nil	Nil

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D/Litt./Ph.D./M.Phil. etc.)

Name	Qualification	Designation	Specialisation	No. of years of experi	No. of Ph. D. students guided last 4 years

				ence	
SALAM THOUNGAMBA	M.Sc.	Asstt. prof.	Astrophysics	6 years	Nil
ZIAULHOQUE BARBHUIYA	M.Sc,	Asstt. Prof.		12 years	Nil

11. List of Senior visiting faculty :-**Nil**

12. Percentage of lectures delivered and practical classes handled :**Nil**
(programme wise) by temporary faculty

13. Student-Teacher Ratio (programme-wise) :-**10:1**

14. Number of academic support staff (technical) and administrative staff; Sanctioned and filled: **Nil**

15. Qualifications of teaching faculty with
DSc/D.Litt/Ph.D./M.Phil./PG : - **Nil**

16. Number of faculty with ongoing projects from (a) National (b) International funding agencies and grants received
: -**Nil**

17. Departmental projects funded by DST-FIST;UGC, DBT, ICSSR, etc. and total grants received: **Nil**

18. Research Centre/facility recognized by the University: **Nil**

19. Publications:

*(a) Publication per faculty: **Nil**

- Number of papers published in peer reviewed journals (national/international) by faculty and students.: - **Nil**
- Number of publications listed in international Database (For Eg: Web of Science, Scopus, Humanities International Complete, dare Database-International Social Sciences Directory, EBSCO host, etc.): **Nil**
- Monographs:-**Nil**
- Chapter in Books:-**Nil**
- Books edited:- **Nil**
- Books with ISBN/ISSN numbers with details of publishers:-**Nil**
- Citation Index:- **Nil**
- SNIP:- **Nil**

- SJR:- Nil
- Impact factor:- Nil
- H—index:- Nil

20. Areas of consultancy and income generated:- Nil

21. Faculty as members in

(a) National Committees :- Nil

(b) International Committees :- Nil

(c) Editorial Boards:- Nil

22. Students projects

(a) Percentage of students who have done in-house projects including inter departmental/ programme:- Nil

(b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/Other Agencies:

Nil

23. Awards/Recognitions received by faculty and students:- Nil

24. List of eminent academicians and scientists/visitors to the department- Nil

25. Seminars/Conference/Workshops organised & the source of funding

(a) National :- Nil

(b) International :- Nil

26. Student profile programme/course wise:

Name of the Course/programme (refer question no.4)	Applications received No. of student	Selected	Enrolled		Pass percentage
			M	F	
TDC 1st sem.	45	37	25	12	
TDC 2nd Sem.	-	37	25	12	
TDC 3 rd sem.	-				
TDC 4 th sem.	-				0%
TDC 5 th sem.	-				45%
TDC 6 th sem.	-				65%

*M=Male *F =Female

27. Diversity of students

Name of the Course	% of students from the same state	% of students from the other states	%of students from abroad
UG	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, defense services, etc.? - **2 in Defence services, 5 in TET.**

29. Student progression

Student progression	Against % enrolled
UG to PG	05%
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
Employed	N.A
• Campus selection	
• Other than campus recruitment	NA
Entrepreneurship/Self-employment	NA

30. Details of Infrastructural facilities

- (a) Library **:-Only Central**
- (b) Internet facilities for Staff & Students **:-Centralised Internet facilities are available both in the Library & Teachers' Common Room**
- (c) Class rooms with ICT facility **:- There is one class room with ICT facilities in the College**
- (d) Laboratories **:- available as per requirement.**

31. Number of students receiving financial assistance from

College, University, government or other agencies:- **4 nos. getting**

SC/ST &Minority Scholarship

32. Details on student enrichment programmes :-**Nil**

(special lectures/workshops/seminar) with external Nil.
experts

33. Teaching methods adopted to improve student learning:-**Besides**

general lecture methods , practical

classes in Laboratory.

34. Participation in Institutional Social responsibilit:- Department

taken part in the Excursion activities conducted by the IQAC (ISR) and Extension activities

35. SWOC analysis of the department and Future plans :-

Strength

Sincerity and comradeship of the faculty members. The students are provided study materials both in hard and soft forms. The students are provided peaceful and congenial atmosphere for teaching-learning process, which includes state of art library and smart class room etc. along with adequate laboratory facilities.

Weakness :-

Two number of faculty members have been discharging their duties on meager salary due to non –provincialisation of the department, laboratories are not up to the mark.

Opportunity:- As we are getting large number of students ,in future we have planned to open honours course

Challenges

- Large scale exodus of bright students towards professional courses.
- We need additional faculty members & well equipped labs for our students.

Future Plan

1. To undertake quality research studies, consultancy & learning programmes & to collaborate with other stakeholders of higher education for quality evaluation, promotion & sustenance.

2. To come up with departmental research journals for the upliftment of research culture.

3. To organise National & International Seminars, Workshop, Orientation programmes.

8. Department has also a plan to organise guest lectures on syllabus based topic to inspire the students & develop their knowledge of the subject.

HOD, department of Physics
Madhab Chandra Das College,
Sonai, Cachar

EVALUATIVE REPORT OF THE DEPARTMENT

DEPARTMENT OF CHEMISTRY

1. Name of the department :- **Chemistry**
2. Year of establishment :- **1995**
3. Name of programmes/courses offered :- **UG**
(UG, PG, Ph.D., M.Phil., Integrated Master, Integrated Ph.D. etc.)
4. Names of Interdisciplinary courses and the department/units involved.

:Mathematics, Physics ,Geology

5. Annual/Semester/choice based credit system (programme wise) :-

Semester

6. Participation of the deptt. in the courses offered by other deptt.
:- No

7. Courses in collaboration with other Universities, Industries,
:-**Nil**

Foreign Institutions, etc.

8. Details of courses/programmes discontinued (if any) with reasons
:- **Nil**

9. Number of Teaching posts:-

Name of the post	Sanctioned	Filled
Professor	Nil	Nil
Associate Professor	Nil	Nil
Asstt. Prof.	Nil	02(non-sanctioned)
Part-Time	Nil	Nil

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D/Litt./Ph.D./M.Phil. etc.)

Name	Qualification	Designation	Specialisation	No. of years of experi	No. of Ph. D. students guided last 4 years

				ence	
Subir Malakar	M.Sc.	Asstt. prof.	Inorganic	12 years	Nil
Abjal Hussian Mazumder	M.Sc,PhD	Asstt. Prof.	Organic	8 years	Nil

11. List of Senior visiting faculty :-**Nil**

12. Percentage of lectures delivered and practical classes handled :**Nil**
(programme wise) by temporary faculty

13. Student-Teacher Ratio (programme-wise) :-**10:1**

14. Number of academic support staff (technical) and administrative staff; Sanctioned and filled: **Nil**

15. Qualifications of teaching faculty with

DSc/D.Litt/Ph.D./M.Phil./PG : - **Nil**

16. Number of faculty with ongoing projects from (a) National (b) International funding agencies and grants received : -**Nil**

17. Departmental projects funded by DST-FIST;UGC, DBT, ICSSR, etc. and total grants received: **Nil**

18. Research Centre/facility recognized by the University: **Nil**

19. Publications:

* (a) Publication per faculty: **Nil**

- Number of papers published in peer reviewed journals (national/international) by faculty and students.: - **Nil**
- Number of publications listed in international Database (For Eg: Web of Science, Scopus, Humanities International Complete, dare Database-International Social Sciences Directory, EBSCO host, etc.): **Nil**
- Monographs:-**Nil**
- Chapter in Books:-**Nil**
- Books edited:- **Nil**
- Books with ISBN/ISSN numbers with details of publishers:- **Nil**
- Citation Index:- **Nil**
- SNIP:- **Nil**

- SJR:- Nil
- Impact factor:- Nil
- H—index:- Nil

20. Areas of consultancy and income generated:- Nil

21. Faculty as members in

(a) National Committees :- Nil

(b) International Committees :- Nil

(c) Editorial Boards:- Nil

22. Students projects

(a) Percentage of students who have done in-house projects including inter departmental/ programme:- Nil

(b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/Other Agencies:Nil

23.Awards/Recognitions received by faculty and students:- Nil

24. List of eminent academicians and scientists/visitors to the department- Nil

25. Seminars/Conference/Workshops organised & the source of funding

(a) National :- Nil

(b) International :- Nil

26. Student profile programme/course wise:

Name of the Course/programme (refer question no.4)	Applications received No. of student	Selected	Enrolled		Pass percentage
			M	F	
TDC 1st sem.	45	37	25	12	
TDC 2nd Sem.	-	37	25	12	
TDC 3 rd sem.	-				
TDC 4 th sem.	-				0%
TDC 5 th sem.	-				45%
TDC 6 th sem.	-				65%

*M=Male *F =Female

27. Diversity of students

Name of the Course	% of students from the same state	% of students from the other states	%of students from abroad
UG	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, defense services, etc.?

- **2 in Defence services, 5 in TET.**

29. Student progression

Student progression	Against % enrolled
UG to PG	07%
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
Employed	N.A
• Campus selection	
• Other than campus recruitment	NA
Entrepreneurship/Self-employment	NA

30. Details of Infrastructural facilities

(a) Library **:-Only Central**

(b) Internet facilities for Staff & Students **:-Centralised**

Internet facilities are available both in the Library & Teachers'

Common Room

(c) Class rooms with ICT facility **:- There is one class room with ICT facilities in the College**

(d) Laboratories **:- available as per requirement.**

31. Number of students receiving financial assistance from College, University, government or other agencies :- **4 nos. getting SC/ST &Minority Scholarship**

32. Details on student enrichment programmes :-**Nil**
(special lectures/workshops/seminar) with external Nil.
experts

33. Teaching methods adopted to improve student learning:-**Besides general lecture methods , practical classes in Laboratory.**

34. Participation in Institutional Social responsibility :-
(ISR) and Extension activities
Department takes part in the extension activities conducted by the college.

35. SWOC analysis of the department and Future plans :-

Strength

Sincerity and comradeship of the faculty members. The students are provided study materials both in hard and soft forms. The students are provided peaceful and congenial atmosphere for teaching-learning process, which includes state of art library and smart class room etc. along with adequate laboratory facilities.

Weakness: - Two number of faculty members have been discharging their duties on meager salary due to non –provincialisation of the department, laboratories are not up to the mark.

Opportunity:- As we are getting large number of students ,in future we have planned to open honours course

Challenges

- Large scale exodus of bright students towards professional courses.
- We need additional faculty members & well equipped labs for our students.

Future Plan

1. To undertake quality research studies, consultancy & learning programmes & to collaborate with other stakeholders of higher education for quality evaluation, promotion & sustenance.

2. To come up with departmental research journals for the upliftment of research culture.

3. To organise National & International Seminars, Workshop, Orientation programmes.

8. Department has also a plan to organise guest lectures on syllabus based topic to inspire the students & develop their knowledge of the subject.

HOD, department of Chemistry
Madhab Chandra Das College,
Sonai, Cachar

**EVALUATIVE REPORT OF THE DEPARTMENT OF
MATHEMATICS**

1. Name of the department :- **Mathematices**
2. Year of establishment :- **1995**
3. Name of programmes/courses offered :-**UG**
(UG, PG, Ph.D., M.Phil., Integrated Master,
Integrated Ph.D. etc.)
4. Names of Interdisciplinary courses and the
department/units involved. :-**Physics, Chemistry & Geology**
5. Annual/Semester/choice based credit system (programme wise) :-
Semester
6. Participation of the deptt. in the courses offered by other deptt.
:- No
7. Courses in collaboration with other Universities, Industries,
:-**Nil**
Foreign Institutions, etc.
8. Details of courses/programmes discontinued (if any) with reasons
:- **Nil**
9. Number of Teaching posts:-

Name of the post	Sanctioned	Filled
Professor	Nil	Nil
Associate Professor	Nil	Nil
Asstt. Prof.	Nil	02(non-sanctioned)
Part-Time	Nil	Nil

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D/Litt./Ph.D./M.Phil. etc.)

Name	Qualification	Designation	Specialisation	No. of years of experience	No. of Ph. D. students guided last 4 years
Boktarul Alam Laskar	M.Sc.,B.Ed	Asstt. prof.	Applied Maths	12 years	Nil
Ikbal Hussian Laskar	M.Sc,	Asstt. Prof.	Pure Maths	10 years	Nil

11. List of Senior visiting faculty : **-Nil**

12. Percentage of lectures delivered and practical classes handled : **Nil**

(programme wise) by temporary faculty

13. Student-Teacher Ratio (programme-wise) : **-30:1**

14. Number of academic support staff (technical) and administrative staff; Sanctioned and filled: **Nil**

15. Qualifications of teaching faculty with

DSc/D.Litt/Ph.D./M.Phil./PG : **- Nil**

16. Number of faculty with ongoing projects from (a) National (b) International funding agencies and grants received : **-Nil**

17. Departmental projects funded by DST-FIST;UGC, DBT, ICSSR, etc. and total grants received: **Nil**

18. Research Centre/facility recognized by the University: **Nil**

19. Publications:

* (a) Publication per faculty: **Nil**

- Number of papers published in peer reviewed journals (national/international) by faculty and students.: **- Nil**
- Number of publications listed in international Database (For Eg: Web of Science, Scopus, Humanities International Complete, dare Database-International Social Sciences Directory, EBSCO host, etc.): **Nil**
- Monographs: **-Nil**
- Chapter in Books: **-Nil**
- Books edited: **- Nil**
- Books with ISBN/ISSN numbers with details of publishers: **- Nil**
- Citation Index: **- Nil**
- SNIP: **- Nil**

- SJR:- Nil
- Impact factor:- Nil
- H—index:- Nil

20. Areas of consultancy and income generated:- Nil

21. Faculty as members in

(a) National Committees :- Nil

(b) International Committees :- Nil

(c) Editorial Boards:- Nil

22. Students projects

(a) Percentage of students who have done in-house projects including inter departmental/ programme:- Nil

(b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/Other Agencies:

Nil

23.Awards/Recognitions received by faculty and students:- Nil

24. List of eminent academicians and scientists/visitors to the department- Nil

25. Seminars/Conference/Workshops organised & the source of funding

(a) National :- Nil

(b) International :- Nil

26. Student profile programme/course wise: 2013-14

Name of the Course/programme (refer question no.4)	Applications received No. of student	Selected	Enrolled		Pass percentage
			M	F	
TDC 1st sem.	65	34	24	10	
TDC 2nd Sem.	-	34	24	10	
TDC 3 rd sem.	-	27	18	9	
TDC 4 th sem.	-				0%
TDC 5 th sem.	-				50%
TDC 6 th sem.	-				85%

*M=Male *F =Female

27. Diversity of students

Name of the Course	% of students from the same state	% of students from the other states	%of students from abroad
UG	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, defense services, etc.? - **2 in Defence services,7 in TET.**

29. Student progression

Student progression	Against % enrolled
UG to PG	015%
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
Employed	N.A
• Campus selection	
• Other than campus recruitment	NA
Entrepreneurship/Self-employment	NA

30. Details of Infrastructural facilities

- (a) Library **:-Only Central**
- (b) Internet facilities for Staff & Students **:-Centralised Internet facilities are available both in the Library & Teachers' Common Room**
- (c) Class rooms with ICT facility **:- There is one class room with ICT facilities in the College**
- (d) Laboratories **:- Not required**

31. Number of students receiving financial assistance from College, University, government or other agencies :- **6 nos. getting SC/ST & Minority Scholarship**

32. Details on student enrichment programmes :- **Nil**
(special lectures/workshops/seminar) with external Nil.
experts

33. Teaching methods adopted to improve student learning:- **general lecture methods .**

34. Participation in Institutional Social responsibility :-
(ISR) and Extension activities

Faculty member takes part in the extension activities conducted by the college.

35. SWOC analysis of the department and Future plans :-

Strength

Sincerity and comradeship of the faculty members. The students are provided study materials both in hard and soft forms. The students are provided peaceful and congenial atmosphere for teaching-learning process, which includes state of art library and smart class room etc. along with adequate laboratory facilities.

Weakness :- Two number of faculty members have been discharging their duties on meager salary due to non –provincialisation of the department

Opportunity:- As we are getting large number of students ,in future we have planned to open honours course

Challenges

- Large scale exodus of bright students towards professional courses.
- We need additional faculty members & well equipped labs for our students.

Future Plan

1. To undertake quality research studies, consultancy & learning programmes & to collaborate with other stakeholders of higher education for quality evaluation, promotion & sustenance.

2. To come up with departmental research journals for the upliftment of research culture.

3. To organise National & International Seminars, Workshop, Orientation programmes.

8. Department has also a plan to organise guest lectures on syllabus based topic to inspire the students & develop their knowledge of the subject.

HOD, department of Mathematics
Madhab Chandra Das College, Sonai, Cachar

**EVALUATIVE REPORT OF THE DEPARTMENT OF
BOTANY**

1. Name of the department :- **Botany**
2. Year of establishment :- **1995**
3. Name of programmes/courses offered :- **UG**
(UG, PG, Ph.D., M.Phil., Integrated Master, Integrated Ph.D. etc.)
4. Names of Interdisciplinary courses and the : department/units involved. **Zoology, Chemistry**
5. Annual/Semester/choice based credit system (programme wise) :-
Semester
6. Participation of the deptt. in the courses offered by other deptt.:- No
7. Courses in collaboration with other Universities, Industries, :-**Nil**
Foreign Institutions, etc.
8. Details of courses/programmes discontinued (if any) with reason:-
Nil
9. Number of Teaching posts:-

Name of the post	Sanctioned	Filled
Professor	Nil	Nil
Associate Professor	Nil	Nil
Asstt. Prof.	Nil	02(non-sanctioned)
Part-Time	Nil	Nil

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D/Litt./Ph.D./M.Phil. etc.)

Name	Qualification	Designation	Specialisation	No. of years of experience	No. of Ph. D. students guided last 4 years
SHAHAJAHAN LASKAR	M.Sc.,LLB	Asstt. prof.	Plant physiology	19 years	Nil
ROUSHON ARA BEGUM LASKAR	M.Sc,	Asstt. Prof.	Cytogenetics	14 years	Nil

11. List of Senior visiting faculty : - **Nil**
12. Percentage of lectures delivered and practical classes handled : **Nil**
(programme wise) by temporary faculty
13. Student-Teacher Ratio (programme-wise) : - **10:1**
14. Number of academic support staff (technical) and administrative staff; Sanctioned and filled: **Nil**
15. Qualifications of teaching faculty with
DSc/D.Litt/Ph.D./M.Phil./PG : - **Nil**
16. Number of faculty with ongoing projects from (a) National (b) International funding agencies and grants received
: - **Nil**
17. Departmental projects funded by DST-FIST;UGC, DBT, ICSSR, etc. and total grants received: **Nil**
18. Research Centre/facility recognized by the University: **Nil**
19. Publications:
- * (a) Publication per faculty: **Nil**
- Number of papers published in peer reviewed journals (national/international) by faculty and students.: - **Nil**
 - Number of publications listed in international Database (For Eg: Web of Science, Scopus, Humanities International Complete, dare Database-International Social Sciences Directory, EBSCO host, etc.): **Nil**
 - Monographs:- **Nil**
 - Chapter in Books:- **Nil**
 - Books edited:- **Nil**
 - Books with ISBN/ISSN numbers with details of publishers:- **Nil**
 - Citation Index:- **Nil**
 - SNIP:- **Nil**
 - SJR:- **Nil**
 - Impact factor:- **Nil**
 - H—index:- **Nil**
20. Areas of consultancy and income generated:- **Nil**
21. Faculty as members in
(a) National Committees :- **Nil**

(b) International Committees :- **Nil**

(c) Editorial Boards:- **Nil**

22. Students projects

(a) Percentage of students who have done in-house projects including inter departmental/ programme:- **Nil**

(b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/Other Agencies:
Nil

23. Awards/Recognitions received by faculty and students:- **Nil**

24. List of eminent academicians and scientists/visitors to the department- **Nil**

25. Seminars/Conference/Workshops organised & the source of funding

(a) National :- **Nil**

(b) International :- **Nil**

26. Student profile programme/course wise:

Name of the Course/programme (refer question no.4)	Applications received No. of student	Selected	Enrolled		Pass percentage
			M	F	
TDC 1st sem.	20	13	5	8	
TDC 2nd Sem.	-	13	5	8	
TDC 3 rd sem.	-				
TDC 4 th sem.	-				0%
TDC 5 th sem.	-				50%
TDC 6 th sem.	-				75%

*M=Male *F =Female

27. Diversity of students

Name of the Course	% of students from the same state	% of students from the other states	%of students from abroad
UG	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, defense services, etc.? - **2 in Defence services,5 in TET.**

29. Student progression

Student progression	Against % enrolled
UG to PG	05%
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
Employed	N.A
• Campus selection	
• Other than campus recruitment	NA
Entrepreneurship/Self-employment	NA

30. Details of Infrastructural facilities

- (a) Library **:-Only Central**
- (b) Internet facilities for Staff & Students **:-Centralised Internet facilities are available both in the Library & Teachers' Common Room**
- (c) Class rooms with ICT facility **:- There is one class room with ICT facilities in the College**
- (d) Laboratories **:- available as per requirement.**

31. Number of students receiving financial assistance from

College, University, government or other agencies **:- 4 nos. getting SC/ST &Minority Scholarship**

32. Details on student enrichment programmes :-Nil

(special lectures/workshops/seminar) with external Nil.
experts

33. Teaching methods adopted to improve student learning:-**Besides general lecture methods , practical classes in Laboratory, students are also taken to field for getting ideas about local vegetation and out side.**

34. Participation in Institutional Social responsibility :-

(ISR) and Extension activities

Faculties plays active role in the extension activities organized by the college.

35. SWOC analysis of the department and Future plans :-

Strength

Sincerity and comradeship of the faculty members. The students are provided study materials both in hard and soft forms. The students are provided peaceful and congenial atmosphere for teaching-learning process, which includes state of art library and smart class room etc. along with adequate laboratory facilities.

Weakness :-

Two number of faculty members have been discharging their duties on meager salary due to non –provincialisation of the department ,laboratories are not up to the mark.

Opportunity:- As we are getting large number of students ,in future we have planned to open honours course

Challenges

- Large scale exodus of bright students towards professional courses.
- We need additional faculty members & well equipped labs for our students.

Future Plan

1. To undertake quality research studies, consultancy & learning programmes & to collaborate with other stakeholders of higher education for quality evaluation, promotion & sustenance.

2. To come up with departmental research journals for the upliftment of research culture.

3. To organise National & International Seminars, Workshop, Orientation programmes.

8. Department has also a plan to organise guest lectures on syllabus based topic to inspire the students & develop their knowledge of the subject.

9. Department to organizes tour programmes in places of botanical importance.

HOD, department of Botany
Madhab Chandra Das College,
Sonai, Cachar

**EVALUATIVE REPORT OF THE DEPARTMENT OF
ZOOLOGY**

1. Name of the department :- **Zoology**

2. Year of establishment :- **1995**

3. Name of programmes/courses offered :- **UG**

(UG, PG, Ph.D., M.Phil., Integrated Master,
Integrated Ph.D. etc.)

4. Names of Interdisciplinary courses and the department/units involved.

Botany, Chemistry

5. Annual/Semester/choice based credit system (programme wise) :-

Semester

6. Participation of the deptt. in the courses offered by other deptt.

:- No

7. Courses in collaboration with other Universities, Industries,

:- **Nil**

Foreign Institutions, etc.

8. Details of courses/programmes discontinued (if any) with reasons

:- **Nil**

9. Number of Teaching posts:-

Name of the post	Sanctioned	Filled
Professor	Nil	Nil
Associate Professor	Nil	Nil
Asstt. Prof.	Nil	02(non-sanctioned)
Part-Time	Nil	Nil

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D/Litt./Ph.D./M.Phil. etc.)

Name	Qualification	Designation	Specialisation	No. of years of experience	No. of Ph. D. students guided last 4 years
Dr. Mehnaz Mazumder	M.Sc.P.hD	Asstt. prof.		19 years	Nil
SAHARA LASKAR	BEGUM M.Sc,	Asstt. Prof.	Fish & fisheries	14 years	Nil

11. List of Senior visiting faculty :-**Nil**

12. Percentage of lectures delivered and practical classes handled :**Nil**

(programme wise) by temporary faculty

13. Student-Teacher Ratio (programme-wise) :-**10:1**

14. Number of academic support staff (technical) and administrative staff; Sanctioned and filled: **Nil**

15. Qualifications of teaching faculty with

DSc/D.Litt/Ph.D./M.Phil./PG : - **PhD**

16. Number of faculty with ongoing projects from (a) National (b) International funding agencies and grants received : -**Nil**

17. Departmental projects funded by DST-FIST;UGC, DBT, ICSSR, etc. and total grants received: **Nil**

18. Research Centre/facility recognized by the University: **Nil**

19. Publications:

*(a) Publication per faculty: **Nil**

- Number of papers published in peer reviewed journals (national/international) by faculty and students.: - **Nil**
- Number of publications listed in international Database (For Eg: Web of Science, Scopus, Humanities International Complete, dare Database-International Social Sciences Directory, EBSCO host, etc.): **Nil**
- Monographs:-**Nil**
- Chapter in Books:-**Nil**
- Books edited:- **Nil**
- Books with ISBN/ISSN numbers with details of publishers:-**Nil**
- Citation Index:- **Nil**

- SNIP:- **Nil**
- SJR:- **Nil**
- Impact factor:- **Nil**
- H—index:- **Nil**

20. Areas of consultancy and income generated:- **Nil**

21. Faculty as members in

(a) National Committees :- **Nil**

(b) International Committees :- **Nil**

(c) Editorial Boards:- **Nil**

22. Students projects

(a) Percentage of students who have done in-house projects including inter departmental/ programme:- **Nil**

(b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/Other Agencies:

Nil

23. Awards/Recognitions received by faculty and students:- **Nil**

24. List of eminent academicians and scientists/visitors to the department- **Nil**

25. Seminars/Conference/Workshops organised & the source of funding

(a) National :- **Nil**

(b) International :- **Nil**

26. Student profile programme/course wise:

Name of the Course/programme (refer question no.4)	Applications received No. of student	Selected	Enrolled		Pass percentage
			M	F	
TDC 1st sem.	20	13	5	8	
TDC 2nd Sem.	-	13	5	8	
TDC 3 rd sem.	-				
TDC 4 th sem.	-				0%
TDC 5 th sem.	-				50%
TDC 6 th sem.	-				75%

*M=Male *F =Female

27. Diversity of students

Name of the Course	% of students from the same state	% of students from the other states	%of students from abroad
UG	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, defense services, etc.? - **2 in Defence services,5 in TET.**

29. Student progression

Student progression	Against % enrolled
UG to PG	05%
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
Employed	N.A
• Campus selection	
• Other than campus recruitment	NA
Entrepreneurship/Self-employment	NA

30. Details of Infrastructural facilities

- (a) Library **:-Only Central**
- (b) Internet facilities for Staff & Students:**-Centralised Internet facilities are available both in the Library & Teachers' Common Room**
- (c) Class rooms with ICT facility **:- There is one class room with ICT facilities in the College**
- (d) Laboratories **:- available as per requirement.**

31. Number of students receiving financial assistance from

College, University, government or other agencies **:- 4 nos. getting**

SC/ST &Minority Scholarship

32. Details on student enrichment programmes :-**Nil**

(special lectures/workshops/seminar) with external Nil.
experts

33. Teaching methods adopted to improve student learning:-**Besides
general lecture methods , practical classes in Laboratory.**

34. Participation in Institutional Social responsibility :-

(ISR) and Extension activities

Departmenten palys active role in extension activities of the college.

35. SWOC analysis of the department and Future plans :-

Strength

Sincerity and comradeship of the faculty members. The students are provided study materials both in hard and soft forms. The students are provided peaceful and congenial atmosphere for teaching-learning process, which includes state of art library and smart class room etc. along with adequate laboratory facilities.

Weakness :- Two number of faculty members have been discharging their duties on meager salary due to non –provincialisation of the department ,laboratories are not up to the mark.

Opportunity:- As we are getting large number of students, in future we have planned to open honours course

Challenges

- Large scale exodus of bright students towards professional courses.
- We need additional faculty members & well equipped labs for our students.

Future Plan

1. To undertake quality research studies, consultancy & learning programmes & to collaborate with other stakeholders of higher education for quality evaluation, promotion & sustenance.

2. To come up with departmental research journals for the upliftment of research culture.

3. To organise National & International Seminars, Workshop, Orientation programmes.

8. Department has also a plan to organise guest lectures on syllabus based topic to inspire the students & develop their knowledge of the subject.

9. Department to organizes tour programmes in places of Zoological importance.

HOD, department of Zoology
Madhab Chandra Das College,
Sonai, Cachar

**EVALUATIVE REPORT OF THE DEPARTMENT OF
GEOLOGY**

1. Name of the department :- **Geology**
2. Year of establishment :- **1995**
3. Name of programmes/courses offered :- **UG**
(UG, PG, Ph.D., M.Phil., Integrated Master, Integrated Ph.D. etc.)
4. Names of Interdisciplinary courses and the department/units involved. :- **Physics, Chemistry & Maths**
5. Annual/Semester/choice based credit system (programme wise) :-
Semester
6. Participation of the deptt. in the courses offered by other deptt. :-
7. Courses in collaboration with other Universities, Industries, :- **Nil**
Foreign Institutions, etc.
8. Details of courses/programmes discontinued (if any) with reasons :- **Nil**
9. Number of Teaching posts:-

Name of the post	Sanctioned	Filled
Professor	Nil	Nil
Associate Professor	Nil	Nil
Asstt. Prof.	Nil	02(non-sanctioned)
Part-Time	Nil	Nil

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D/Litt./Ph.D./M.Phil. etc.)

Name	Qualification	Designation	Specialisation	No. of years of experience	No. of Ph. D. students guided last 4 years
AZAD RAHMAN LASKAR	M.Sc.ADC A	Asstt. prof.	Sedimentology	15 years	Nil
SHAMIM MAZUMDER ARA	M.Sc,B.Ed	Asstt. Prof.	Sedimentary Petrology	15 years	Nil

11. List of Senior visiting faculty : **-Nil**
12. Percentage of lectures delivered and practical classes handled : **Nil**
(programme wise) by temporary faculty
13. Student-Teacher Ratio (programme-wise) : **-10:1**
14. Number of academic support staff (technical) and administrative staff; Sanctioned and filled: **Nil**
15. Qualifications of teaching faculty with
DSc/D.Litt/Ph.D./M.Phil./PG : **- Nil**
16. Number of faculty with ongoing projects from (a) National (b) International funding agencies and grants received
: **-Nil**
17. Departmental projects funded by DST-FIST;UGC, DBT, ICSSR, etc. and total grants received: **Nil**
18. Research Centre/facility recognized by the University: **Nil**
19. Publications:
- * (a) Publication per faculty: **Nil**
- Number of papers published in peer reviewed journals (national/international) by faculty and students.: **- Nil**
 - Number of publications listed in international Database (For Eg: Web of Science, Scopus, Humanities International Complete, dare Database-International Social Sciences Directory, EBSCO host, etc.): **Nil**
 - Monographs: **-Nil**
 - Chapter in Books: **-Nil**
 - Books edited: **- Nil**
 - Books with ISBN/ISSN numbers with details of publishers: **- Nil**
 - Citation Index: **- Nil**
 - SNIP: **- Nil**
 - SJR: **- Nil**
 - Impact factor: **- Nil**
 - H—index: **- Nil**
20. Areas of consultancy and income generated: **- Nil**
21. Faculty as members in

(a) National Committees :- **Nil**

(b) International Committees :- **Nil**

(c) Editorial Boards:- **Nil**

22. Students projects

(a) Percentage of students who have done in-house projects including inter departmental/ programme:- **Nil**

(b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/Other Agencies:**Nil**

23.Awards/Recognitions received by faculty and students:- **Nil**

24. List of eminent academicians and scientists/visitors to the department- **Nil**

25. Seminars/Conference/Workshops organised & the source of funding

(a) National :- **Nil**

(b) International :- **Nil**

26. Student profile programme/course wise:

Name of the Course/programme (refer question no.4)	Applications received No. of student	Selected	Enrolled		Pass percentage
			M	F	
TDC 1st sem.	20	13	8	5	30%
TDC 2nd Sem.	-		20	29	30%
TDC 3 rd sem.	-	12	25	21	28%
TDC 4 th sem.	-		17	22	32%
TDC 5 th sem.	-	10	12	18	26%
TDC 6 th sem.	-		15	13	20%

*M=Male *F =Female

27. Diversity of students

Name of the Course	% of students from the same state	% of students from the other states	%of students from abroad
UG	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, defense services, etc.? - **5 in Defense services,3 in TET.**

29. Student progression

Student progression	Against % enrolled
UG to PG	09%
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
Employed	N.A
• Campus selection	
• Other than campus recruitment	NA
Entrepreneurship/Self-employment	NA

30. Details of Infrastructural facilities

- (a) Library **:-Only Central**
- (b) Internet facilities for Staff & Students **:-Centralised Internet facilities are available both in the Library & Teachers' Common Room**
- (c) Class rooms with ICT facility **:- There is one class room with ICT facilities in the College**
- (d) Laboratories **:- available as per requirement.**

31. Number of students receiving financial assistance from

College, University, government or other agencies **:- 4 nos. getting SC/ST &Minority Scholarship**

32. Details on student enrichment programmes **:-Nil**

(special lectures/workshops/seminar) with external experts Nil.

33. Teaching methods adopted to improve student learning:-**Besides**

general lecture methods and practical study in Laboratory also

students are taken to field study in nearby spots.

34. Participation in Institutional Social responsibility (ISR) and Extension activities

Faculties take active part in the extension activities conducted by the college.

35. SWOC analysis of the department and Future plans :-

Strength

Sincerity and comradeship of the faculty members. The students are provided study materials both in hard and soft forms. The students are provided peaceful and congenial atmosphere for teaching-learning process, which includes state of art library and smart class room etc. along with adequate laboratory facilities.

Weakness:-

Two number of faculty members have been discharging their duties on meager salary due to non –provincialisation of the department

Opportunity:- As we are getting large number of students ,in future we have planned to open honours course

Challenges

- Large scale exodus of bright students towards professional courses.
- We need additional faculty members & well equipped labs for our students.

Future Plan

1. To undertake quality research studies, consultancy & learning programmes & to collaborate with other stakeholders of higher education for quality evaluation, promotion & sustenance.

2. To come up with departmental research journals for the upliftment of research culture.

3. To organise National & International Seminars, Workshop, Orientation programmes.

4. Department has also a plan to organise guest lectures on syllabus based topic to inspire the students & develop their knowledge of the subject.

5. Department to organizes tour programmes in places of geological importance.

HOD, department of Geology
Madhab Chandra Das College,
Sonai, Cachar

EVALUATIVE REPORT OF THE DEPARTMENT OF COMMERCE

1. Name of the department: **Commerce**
2. Year of Establishment: **1994**
3. Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters, Integrated Ph.D., etc.): **UG**
4. Names of Interdisciplinary courses and the departments/units involved: **04, (a) English (b) Bengali (c) Hindi (d) Manipuri**
5. Annual/semester/choice based credit system (programme wise): **Yes**
6. Participation of the department in the courses offered by other departments: **:-**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **Nil**
8. Details of courses/programmes discontinued (if any) with reasons: **Nil**
9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	-	04

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M.Phil., etc.)

Name	Qualification	Designation	Specialization	Years of Experience	No. of Ph.D. Students guided for last 4 years
Jaidul Islam Mazumder	M.Com., M.Phil.	Asstt. Professor	Entrepreneurship	15 years	Nil
Nabendu Banik	M.Com., LLB, M.Phil.	Assistant Professor	Accountancy	10 years	Nil
Dr. Bimal Sinha	M.Com., Ph.D., MBA	Assistant Professor	Management	07 years	Nil
Sufiya Kamal	M.Com.	Assistant Professor	Finance	12 years	Nil

11. List of senior visiting faculty: **Nil**

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: Nil
13. Student-Teacher Ratio (programme wise): 11:1
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **N/A**
15. Qualifications of teaching faculty with D.Sc./D.Litt./Ph.D./M.Phil./PG.: **Jaidul Islam Mazumder, M.Com., M.Phil., Nabendu Banik, M.Com., LLB, M.Phil., Dr. Bimal Sinha, MBA, M.Com., Ph.D., HNC, Sufiya Kamal, M.Com.**
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **Nil**.
17. Departmental projects funded by DST – FIST, UGC, DBT, ICSSR, etc. and total grants received: **N/A**
18. Research Centre/facility recognized by University: **Nil**
19. Publications: Dr. Bimal Sinha-

Publications:

- i) Sinha Bimal(2011), “Water Resource Potential of the Pakai Beel, Cachar, Assam”, Edited by J.B. Bhattacharjee and et.al. “Sustainable Development of Water resources in Northeast India”, (ISBN 978-81-8370-272-0), Akansha Publishing House, New Delhi, p-126-138.
- ii) Sinha Bimal (2012), “Application of Total Quality Management in Rubber Plantation Industry as a Small Business of Barak Valley”, Edited by N.B. Dey and et.al. “Entrepreneurship and Small Business Management in North East India”. (ISBN-978-93- 81563-08-3), Global Publishing House,(A.P) India.p-251-259.
- iii) Sinha Bimal,(2012) Natural Rubber’s impact on the environment and sustainable development”. Proc: International Conference on Global Ecosystems, Biodiversity and Environmental sustainability in the 21st Century (ICGEBEns), 2012, Assam University, Silchar. Paper accepted for publication.
- iv) Sinha Bimal, (2012) “Financial Practices in Natural Rubber Plantation: A study in North Eastern Region”. Promoting Financial Inclusion For Inclusive Growth: With Special Reference to North East India, 2012, Assam University Diphu Campus, Deptt. of Commerce. Assam. Paper under publication.
- v) Sinha Bimal,(2013) “Role of Labour in Natural Plantation Development: A study in the North Eastern Region.” International Seminar on Human Development and the marginalized sections in North East India: Issues, Challenges and way forward. Centre for studies in human development & equal opportunity cell, Assam University, Silchar. Paper accepted for publication.

- vi) Sinha Bimal & others,(2011) “Usage of Electronic Resources Available Under UGC-INFONET Digital Library Consortium by Assam University Library users”, 8th International CALIBER 2011, Goa University, ISBN NO-978-93-81-232-00-2, p-489-510.
- vii) Sinha Bimal & others(2011) “Status of ICT and Internet Literacy amongst University Library users of North Eastern States of India: A case study of Assam University Community”. NSCD-2011, Department of Library Information Sciences, Assam University, Silchar.
- viii) Sinha Bimal, (2014) “Socio-economic Status of the Bishnupriya Manipuris in South Cachar” Assam: A Study. ICSSR Sponsored National Seminar on “Socio economic Status of the Bishnupriya Manipuris in NE India, Organised by Govt. J. Bauna College, Lunglei, Mizoram. Paper accepted publication.

- * Publication per faculty: Dr. Bimal sinha
- * Number of papers published in peer reviewed journals (national/international) by faculty and students.
- * Number of publications listed in International Database (For Eg. Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences Directory, EBSCO host, etc.):
- * Monographs: **Nil**
- * Chapter in Books:Nil
- * Books Edited:Nil
- * Books with ISBN/ISSN numbers with details of publishers: Nil
- * Citation Index: Nil
- * SNIP: Nil
- * SJR: Nil
- * Impact factor: Nil
- * h-index: Nil

20. Areas of consultancy and income generated:
21. Faculty as members in
- a) National Committees:
 - b) International Committees:
 - c) Editorial Boards:
22. Student projects
- a) Percentage of students who have done in-house projects including inter departmental/programme:
 - b) Percentage of students placed for projects in organizations outside the institution i.e., in Research laboratories/Industry/other agencies:
23. Awards/Recognitions received by faculty and students: Nil
24. List of eminent academicians and scientists/visitors to the department: Nil
25. Seminars/Conferences/Workshops organized & the source of funding
- a) National: Nil
 - b) International: Nil

26. Student profile programme/course wise:

Name of the Course/Programme (refer question no.4)	Applications Received	Selected	Enrolled		Pass percentage
			*M	*F	
T.D.C. 1 st Semester (Arts)	31	31	28	03	12.90%
T.D.C. 2 nd Semester (Arts)		27	23	04	25.92%
T.D.C. 3 rd Semester (Arts)		16	15	02	6.25%
T.D.C. 4 th Semester (Arts)		15	14	01	13.33%
T.D.C. 5 th Semester (Arts)		13	12	01	21.43%
T.D.C. 6 th Semester (Arts)		18	16	02	16.67%

*M = Male *F = Female

27. Diversity of students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
T.D.C. 1 st & 2 nd Semester (Arts)	100	00	00
T.D.C. 3 rd & 4 th Semester (Arts)	100	00	00
T.D.C. 5 th & 6 th Semester (Arts)	100	00	00

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defence Services, etc. ?

29. Student progression

Student progression	Against % enrolled
UG to PG	Nil
PG to M.Phil.	Nil
PG to Ph. D.	Nil
Ph. D. to Post-Doctoral	Nil
Employed <ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	Nil
Entrepreneurship/Self-employment	

30. Details of Infrastructural facilities

a) Library: **Central Library & Departmental Library**

b) Internet facilities for Staff & Students: **Whole campus has Wi-Fi connectivity**

c) Class rooms with ICT facility: **In addition to above, there is one Smart Class room with every facility in college**

d) Laboratories: **Nil**

31. Number of students receiving financial assistance from college, university, government or other agencies:

32. Details of students enrichment programmes (special lectures/workshops/Seminar) with external experts: Nil

33. Teaching methods adopted to improve student learning: - Nil

34. Participation in International Social Responsibility(ISR) and extension activities:

All the faculty member take part in the extension activities conducted by the college.

35. SWOC analysis of the department and Future plans:

SWOC Analysis:

- Good teaching environment, skilled experienced and dedicated faculties, hold working nature, punctual, disciplined, well mannered, students and supportive administrative staffs.
- Weakness- 4 nos. of faculty members discharging their duties regularly on a nominal salary due to non-provincialisation of the stream.
- Opportunities- Having good infrastructural facilities, symposium to other career oriental related courses.
- Challenges- To increase the enrolment as well as pass percentage, sustain the habit of extra reaching beyond syllabus..

Future Plan:

- ❖ The department has decided to publish a Wall Magazine at a regular interval.
- ❖ There is a plan to publish a Multidisciplinary Journal with ISSN at a regular interval.
- ❖ The department has planned to establish an academic platform in collaboration with Commerce stream and other likeminded people of the community.
- ❖ The department has planned to conduct a socio-economic survey in the villages of the Barak Valley districts of Assam.
- ❖ The department has a plan to organize at least one National Level Seminar on a burning topic in near future.

Head, Department of Commerce
Madhab Chandra Das College,
Sonai

6. Declaration by the Head of the Institution

I certify that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussion, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Dr. Baharul Islam Laskar
Principal

Place: Sonai

Date: 10-04-2015

ANNEXURE -1



ANNEXURE -2

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110 002.

No. F. 8-56/99 (CPP-1)

January 2000

The Registrar,
Assam University,
P. B. No. 63,
Silchar-788 001.

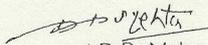
Sub - List of Colleges prepared under Section 2(i) of the UGC Act, 1956-Inclusion of New Colleges

Sir,

I am directed to refer to your letter No. AUD/C-9/96.596 dated 26th November, 1999 on the above subject and to say that the name of the following College has been included in the above list under Non-Governments Colleges teaching upto Bachelor's Degree:-

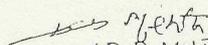
<u>Name of the College</u>	<u>Year of Establishment</u>	<u>Remarks</u>
Madhab Chandra Das College, Sonai, P O Sonaimukh, Dist. Cachar, Assam-788 119 (Sri Tajamul Ali Mazumdar)	1977-78	The College is eligible to receive Central assistance in terms of the Rules framed under Section 12-B of the UGC Act, 1956

Yours faithfully,


(D. D. Mehta)
Under Secretary

Copy forwarded to:-

1. The Principal, Madhab Chandra Das College, Sonai, P O. Sonaimukh, Dist. Cachar, Assam-788 119.
2. The Secretary, Govt. of India, Ministry of Human Resource Development, Department of Education, T-14 Section, Shastri Bhavan, New Delhi-110 001.
3. Joint Secretary, UGC, North Eastern Regional Office, 3rd Floor, Housefed Rental Block-5, Beltola-Basistha Road, Dispur, Gauhati-781 006.
4. All Sections, UGC.
5. S.O. (FD-III Section) UGC, New Delhi.
6. D.T.P. Cell, UGC, New Delhi.
7. Guard file.


(D. D. Mehta)
Under Secretary

ANNEXURE -3



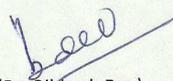
असम विश्वविद्यालय
(संसद के अधिनियम तेरह वर्ष 1989 के अन्तर्गत
स्थापित एक केन्द्रीय विश्वविद्यालय)
शिलचर - असम, भारत
ASSAM UNIVERSITY, SILCHAR
(A CENTRAL UNIVERSITY CONSTITUTED
UNDER ACT XIII OF 1989)
Silchar - 788 011, Assam, India

TO WHOM IT MAY CONCERN

This is to certify that M. C. Das College, Sonai, Cachar District is affiliated to the Assam University, Silchar since 1994 and recognized by the University Grants Commission and the following Courses/ Subjects are taught in the said college as per approval:

Sl. No.	Name of the course(s) and duration	Affiliation		Period of validity for the years(s)
		Permanent	Temporary	
1.	Three years BA Hons. Course in Bengali, Philosophy, Manipuri, Political Science & Economics.	Permanent		2014-15
2.	Three years BA General Course in Bengali, English, Economics, Pol. Science, History, Philosophy, Persian, Manipuri, El. Bengali & El. Manipuri.	Permanent		2014-15
3.	Arts Stream – Arabic & Hindi	Temporary Affiliation		2014-15
4.	Three years B.Sc General Course in Economics, Statistics, Mathematics, Physics, Botany, Zoology, Chemistry & Geology.	Temporary Affiliation		2014-15
5.	Three years B.Com General Course in all pass course papers.	Temporary Affiliation		2014-15

The 6th Aug., 2014


(Dr. Bibhash Dev)

Director
College Development Council
Assam University, Silchar

☎ : 03842-270806, 270368
Fax : 03842-270806, e-mail : sch_regau101@sancharnet.in