# INTERNAL QUALITY ASSURANCE CELL (IQAC)

# ANNUAL QUALITY ASSURANCE REPORT

## FOR THE PERIOD JULY 1, 2013 TO JUNE 30, 2014

### OF

## MORAN COLLEGE
## MORAN- 785670, ASSAM, INDIA



## ACCREDITATED BY NAAC WITH GRADE B (73.05 %) IN 2004

## RE-ACCREDITATED BY NAAC WITH GRADE B WITH CGPA 2.77 OUT OF 4 IN 2012

### SUBMITTED TO



## राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

### विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

## NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
*An Autonomous Institution of the University Grants Commission*
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

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

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

## Part – A

## 1. Details of the Institution

1.1 Name of the Institution

> MORAN COLLEGE

1.2 Address Line 1

> MORANHAT

Address Line 2

> P.O:- MORANHAT

City/Town

> MORANHAT

State

> ASSAM

Pin Code

> 785670

Institution e-mail address

> Morancollege1964@yahoo.com

Contact Nos.

> 03754-226179, 229057

Name of the Head of the Institution:

> Dr. Anil Saikia

Tel. No. with STD Code:

> 03754-226179, 229057

Mobile:

> +919401216323

Name of the IQAC Co-ordinator:

DR. ASHIMABHA DATTA

Mobile:

94351 32720

IQAC e-mail address:

MCIQAC@morancollege.ac.in

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

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

EC/61/RAR/48 dated September 15, 2012

1.5 Website address:

www.morancollege.ac.in

Web-link of the AQAR:  http://www.morancollege.ac.in/AQAR2013-14.doc

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

1.6 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-------|-------|------|----------------------|-----------------|
| 1 | 1st Cycle | B | 73.05 | 4 Nov,2004 | 3 Nov, 2009 |
| 2 | 2nd Cycle | B | 2.77 | 15 Sept, 2012 | 14 Sept, 2017 |
| 3 | 3rd Cycle | N/A | N/A | N/A | N/A |
| 4 | 4th Cycle | N/A | N/A | N/A | N/A |

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

08/01/2005

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

2013-14

1.10 Institutional Status

University      State ☐  Central ☐  Deemed ☐  Private ☐

Affiliated College    Yes ✔  No ☐

Constituent College    Yes ☐  No ✔

Autonomous college of UGC    Yes ☐  No ✔

Regulatory Agency approved Institution    Yes ☐  No ✔

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

Type of Institution    Co-education ✔  Men ☐  Women ☐

            Urban ☐  Rural ✔  Tribal ☐

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

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

1.11 Type of Faculty/Programme

Arts ✔  Science ✔  Commerce ☐  Law ☐  PEI (Phys Edu) ☐

TEI (Edu) ☐  Engineering ☐  Health Science ☐  Management ☐

Others  (Specify)     ·   ---

1.12 Name of the Affiliating University *(for the Colleges)*

Dibrugarh University

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

Autonomy by State/Central Govt. / University | No

University with Potential for Excellence | No | UGC-CPE | No

DST Star Scheme | No | UGC-CE | No

UGC-Special Assistance Programme | No | DST-FIST | No

UGC-Innovative PG programmes | No | Any other (*Specify*) (DBT Biotech Hub) | 01

UGC-COP Programmes | No

## 2. IQAC Composition and Activities

2.1 No. of Teachers | 06

2.2 No. of Administrative/Technical staff | 02

2.3 No. of students | 00

2.4 No. of Management representatives | 02

2.5 No. of Alumni | 02

2. 6  No. of any other stakeholder and community representatives | 00

2.7 No. of Employers/ Industrialists | 00

2.8  No. of other External Experts | 01

**2.9 Total No. of members**

| 13 |
|---|

**2.10 No. of IQAC meetings held:**

| 02 |
|---|

**2.11 No. of meetings with various stakeholders:**  No. | 01 |  Faculty | 01 |

Non-Teaching Staff Students | 00 | Alumni | 00 | Others | 00 |

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

If yes, mention the amount | 3, 00,000/- |

**2.13 Seminars and Conferences (only quality related)**

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

Total Nos. | 0 |  International | 0 |  National | 0 |  State | 0 |  Institution Level | 0 |

(ii) Themes | N/A |

**2.14 Significant Activities and contributions made by IQAC**

- Encourage student to involve in social and cultural activities of the college
- IQAC motivated faculty members for submission of proposals for Minor and Major research projects and publication of research paper in reputed journals.
- Motivated the faculty members to avail Faculty Development Programmes under UGC XIIth plan & encourage participating in refresher courses / Orientation Programmes / short terming course on Research Methodology organised by different Universities.
- Encourage students to present papers in Departmental Seminars.

2.15 Plan of Action by IQAC/Outcome

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

| Plan of Action | Achievements |
|---|---|
| Academic calendar & Teaching Plan for the session 2013-14 | Execution of the Academic activities with good academic environment |
| Submission of the data of All India Survey of Higher Education(AISHE) | Data of AISHE 2013-14 successfully Uploaded & certificate received |
| Submission of Research Projects | Two faculty members are pursuing Minor Research Projects, Five faculty members have submitted final Report of Minor Research Projects & One faculty member got approval from UGC 12$^{th}$ Plan |
| The Construction of Indoor Stadium & Swimming pool to be completed | Construction completed |

*Attach the Academic Calendar of the year as Annexure-1.*

2.16 Whether the AQAR was placed in statutory body:    Yes [✓]    No [ ]

Management [✓]    Syndicate [ ]    any other body [ ]

Provide the details of the action taken

Approved by the Governing Body of the college

# Part – B

## Criterion – I

## 1. Curricular Aspects

1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|---|---|---|---|---|
| PhD | -- | -- | -- | -- |
| PG | -- | -- | -- | -- |
| UG | 14 | -- | -- | -- |
| PG Diploma | 01(PGDCA) 04 (KKHSOU) | -- | 01 | 01 |
| Advanced Diploma | -- | -- | -- | -- |
| Diploma | 01(DCA) | -- | -- | 01 |
| Certificate | 03 (01-CCA, 01-KKHSOU 01-Creative Writing, Assamese) | -- | -- | 03 |
| Others | UG- 06 (05-KKHSOU, 01-ODL) PG-03 (02-KKHSOU, 01-ODL) | -- | -- | 06 |
| **Total** | 32 | -- | 01 | 11 |

| | | | | |
|---|---|---|---|---|
| Interdisciplinary | -- | -- | -- | -- |
| Innovative | -- | -- | -- | -- |

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

The College has core options at the Under Graduate level in Assamese, Education, Economics, English, Geography, History, Philosophy, Pol. Science, Physics, Chemistry, Mathematics, Botany and Zoology. All these subjects are also available in Elective mode. In addition Computer Science and Tourism Travel and Management are available in the elective mode.

The Dibrugarh University does not allow CBCS.

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|---|---|
| Semester | 14 |
| Trimester | 03 |
| Annual | 15 |

1.3 Feedback from stakeholders*    Alumni ☐    Parents ☐    Employers ☐    Students ☑
*(On all aspects)*

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

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

Revision was done by the affiliating University

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

None

# Criterion – II

## 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|---|---|---|---|---|
| 48 | 14 | 31 | -- | 03 |

2.2 No. of permanent faculty with Ph.D.        14

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

| Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
|---|---|---|---|---|---|---|---|---|---|
| R | V | R | V | R | V | R | V | R | V |
| -- | 1 | -- | 2 | -- | -- | -- | -- | -- | 3 |

2.4 No. of Guest and Visiting faculty and Temporary faculty    --    --    10

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|---|---|---|---|
| Attended | -- | 01 | -- |
| Presented papers | -- | 02 | 1 |
| Resource Persons | -- | 01 | -- |

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

1. Use of I.C.T tools like projector, Smart boards etc.  for teachings.

2. One of the students is randomly asked to sum up the previous class.

3. Departmental  Seminar.

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

183

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

1.  The College conducts examination as per guideline of the Dibrugarh University. Hence the College can introduce reforms only in connection with Sessional Examination & Internal Assessment. The reforms brought in these areas are:

    i.  Objectives Question is asked through which the understanding of students are assured.

    ii. Assignments are given in order to involve the students for through study of a topic.

    iii. Internal Assessment Marks are awarded on the basis of their overall performance.

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

| 02 | -- | -- |
|---|---|---|

2.10 Average percentage of attendance of students

76%

2.11 Course/Programme wise distribution of pass percentage:

| Title of the Programme | Total no. of students appeared | Division | | | | |
|---|---|---|---|---|---|---|
| | | Distinction % | I % | II % | III  % | Pass % |
| B.Sc | 49 | 2% | 38.8% | 0 | 0 | 41% |
| B.A. | 257 | 0 | 21.8% | 12.5% | 0.4% | 34.6% |

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

- Feedback from the students,

- Meeting of HODs, teaching staffs,

- The analysis of the performance of the students in the end semester examinations and suggestion / tips given to the students for improvement.

2.13 Initiatives undertaken towards faculty development

| Faculty / Staff Development Programmes | Number of faculty benefitted |
|---|---|
| Refresher courses | 04 |
| UGC – Faculty Improvement Programme | 01 |
| HRD programmes | - |
| Orientation programmes | - |
| Faculty exchange programme | - |
| Staff training conducted by the university | - |
| Staff training conducted by other institutions | - |
| Summer / Winter schools, Workshops, etc. | 04 |
| Others | - |

2.14 Details of Administrative and Technical staff

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|---|---|---|---|---|
| Administrative Staff | 22 | 04 | 0 | 0 |
| Technical Staff | 0 | 0 | 0 | 0 |

# Criterion – III

# 3. Research, Consultancy and Extension

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

Teachers are encouraged by our research cell to participate in various seminar, workshop, poster presentation etc and to publish research papers in various national and international Journals. Many faculty members of the college are also awarded minor research project by UGC-NERO during this year.

3.2      Details regarding major projects

|  | Completed | Ongoing | Sanctioned | Submitted |
|---|---|---|---|---|
| Number | 0 | 0 | 0 | 0 |
| Outlay in Rs. Lakhs | 0 | 0 | 0 | 0 |

3.3      Details regarding minor projects

|  | Completed | Ongoing | Sanctioned | Submitted |
|---|---|---|---|---|
| Number | 05 | 02 | 01 | 05 |
| Outlay in Rs. Lakhs | 5.9 | 2.1 | 1.3 | 5.9 |

3.4      Details on research publications

|  | International | National | Others |
|---|---|---|---|
| Peer Review Journals | 06 | 01 | 0 |
| Non-Peer Review Journals | 01 | 11 | 04 |
| e-Journals | 0 | 0 | 0 |
| Conference proceedings | 0 | 01 | 0 |

3.5 Details on Impact factor of publications:

Range [    ]     Average [    ]     h-index [    ]     Nos. in SCOPUS [    ]

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

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|---|---|---|---|---|
| Major projects | - | - | - | - |
| Minor Projects | Ongoing by faculty members (2 years) | UGC | 127552/- | 100000/- |
| Interdisciplinary Projects | - | - | - | - |
| Industry sponsored | - | - | - | - |
| Projects sponsored by the University/ College | - | - | - | - |
| Students research projects *(other than compulsory by the University)* | - | - | - | - |
| Any other(Specify) | - | - | - | - |
| Total | - | - | - | - |

3.7 No. of books published   i) With ISBN No. [ 03 ]     Chapters in Edited Books [ 04 ]

ii) Without ISBN No. [ 04 ]

3.8 No. of University Departments receiving funds from

UGC-SAP [ 0 ]    CAS [ 0 ]    DST-FIST [ 0 ]

DPE [ 0 ]    DBT Scheme/funds [ 0 ]

3.9 For colleges    Autonomy [ 0 ]    CPE [ 0 ]    DBT star Scheme [ 0 ]

INSPIRE [ 0 ]    CE [ 0 ]    Any Other (specify) [ 1 ]
(DBT Biotech Hub)

3.10 Revenue generated through consultancy    [ None ]

3.11 No. of conferences

organized by the Institution

| Level | International | National | State | University | College |
|---|---|---|---|---|---|
| Number | 0 | 0 | 0 | 0 | 0 |
| Sponsoring agencies | 0 | 0 | 0 | 0 | 0 |

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

3.13 No. of collaborations    International [ Nil ]    National [ Nil ]    Any other [ Nil ]

3.14 No. of linkages created during this year    [ Nil ]

3.15 Total budget for research for current year in Lakhs:

From funding agency [ Nil ]    From Management of University/College [ Nil ]

Total [ Nil ]

3.16 No. of patents received this year

| Type of Patent | | Number |
|---|---|---|
| National | Applied | 0 |
| | Granted | 0 |
| International | Applied | 0 |
| | Granted | 0 |
| Commercialised | Applied | 0 |
| | Granted | 0 |

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

| Total | International | National | State | University | Dist | College |
|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 |

3.18 No. of faculty from the Institution
who are Ph. D. Guides    [ 0 ]
and students registered under them    [ 0 ]

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

0

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

JRF Nil   SRF Nil   Project Fellows Nil   Any other Nil

3.21 No. of students Participated in NSS events:

University level 45   State level 304

National level 0   International level 0

3.22 No. of students participated in NCC events:

University level 0   State level 0

National level 0   International level 0

3.23 No. of Awards won in NSS:

University level 0   State level 0

National level 0   International level 0

3.24 No. of Awards won in NCC:

University level 0   State level 0

National level 0   International level 0

3.25 No. of Extension activities organized

University forum 0   College forum 0

NCC 0   NSS 03   Any other 0

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

- Blood Donation Camp

- Organized Campus Cleaning Programme

# Criterion – IV
# 4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

| Facilities | Existing | Newly created | Source of Fund | Total |
|---|---|---|---|---|
| Campus area(Acre) | 19.3 | Nil | -- | -- |
| Class rooms | 65 | 18(Arts Block) | UGC | 65+18=83 |
| Laboratories | 10 | -- | -- | 10 |
| Seminar Halls | 02 | -- | -- | 02 |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. | -- | -- | -- | -- |
| Value of the equipment purchased during the year (Rs. in Lakhs) | -- | -- | -- | -- |
| Others | -- | -- | -- | -- |

4.2 Computerization of administration and library

> The college is always in support of automation. To materialise this objective, initially install three computers for office use in administrative set up.

4.3  Library services:

| | Existing | | Newly added | | Total | |
|---|---|---|---|---|---|---|
| | No. | Value(Rs) | No. | Value(Rs) | No. | Value(Rs) |
| Text Books | 25952 | 3592465.30 | 831 | 328294 | 26783 | 3920759.30 |
| Reference Books | -- | -- | -- | -- | -- | -- |
| e-Books | 3135000 | N-List | -- | -- | 3135000 | N-List |
| Journals | 12 | 9200 | -- | -- | 12 | 9200 |
| e-Journals | 6000 | N-List | -- | -- | 6000 | N-List |
| Digital Database | -- | -- | -- | -- | -- | -- |
| CD & Video | -- | -- | -- | -- | -- | -- |
| Others (specify) | 3010 (Old Gramophone Records) | N/A | -- | -- | 3010 | -- |
| | 14 (Daily News Papers) | N/A | -- | -- | 14 | N/A |
| | 05 (Magazine) | N/A | -- | -- | 05 | N/A |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Depart-ments | Others |
|---|---|---|---|---|---|---|---|---|
| Existing | 24 | 02 | 02 | 02 | 02 | 02 | 14 | 0 |
| Added | 01 | 0 | 0 | 0 | 0 | 0 | 0 | 01 |
| Total | 25 | 02 | 02 | 02 | 02 | 02 | 14 | 01 |

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

> Installations of LCD projectors in departments of Physics, Economics and library seminar hall have been completed.

4.6 Amount spent on maintenance in lakhs:

i) ICT

2.3

ii) Campus Infrastructure and facilities

15.6

iii) Equipments

3.8

iv) Others

2.1

**Total:**

23.8

# Criterion – V
# 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> The IQAC helps to directly involve the students' community in quality enhancement and sustenance practice. In the commencement of the every academic session, IQAC monitors the programs which are to be organised in the coming session under students support services. The IQAC also keep monitoring the quality of teaching-learning process.

5.2 Efforts made by the institution for tracking the progression

> - The college keeps records of all internal and end exam through examination cell.
> - Provide the students with some new facilities and opportunities for development of co-curricular activities and monitor their achievement in various fields.

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|---|---|---|---|
| 1978 | 0 | 0 | 21 |

(b) No. of students outside the state

| 0 |
|---|

(c) No. of international students

| 0 |
|---|

Men

| Nos | % |
|---|---|
| 1163 | 58 |

Women

| Nos | % |
|---|---|
| 836 | 42 |

| | Last Year | | | | | This Year | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 336 | 60 | 131 | 891 | 0 | 1418 | 207 | 70 | 177 | 1545 | 0 | 1999 |

Demand ratio %  | 1:1.2 |   Dropout %  | 20.6 |

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

| Nil |
|---|

No. of students beneficiaries | Nil |

5.5 No. of students qualified in these examinations

NET | N/A |   SET/SLET | N/A |   GATE | N/A |   CAT | N/A |

IAS/IPS etc | N/A |   State PSC | N/A |   UPSC | N/A |   Others | N/A |

5.6 Details of student counselling and career guidance

The career Guidance and Counselling Unit conducted two programmes in relation to career advancement. These are-

1. One day counselling programme entitled "Plan your career", was organized on 08.07.2013. The Resource person Mr Arup Kr. Deka from Guwahati counselled the programme.

2. A programme on "career counselling plan for students", was organized on 30.04.2014.Students of 4th and 6th semester took part in the programme. Dr. N. Ali Shah, Dibru College, Dibrugarh and Mr Arup Kr. Deka from Guwahati counselled the programme.

No. of students benefitted | 300 |

5.7 Details of campus placement

| On campus | | | Off Campus |
|---|---|---|---|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 0 | 0 | 0 | (Record not available) |

5.8 Details of gender sensitization programmes

Such programmes were not held in this year.

5.9 Students Activities

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

State/ University level   14   National level   0   International level   0

No. of students participated in cultural events

State/ University level   04   National level   0   International level   0

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

Sports: State/ University level   0   National level   0   International level   0

Cultural: State/ University level   0   National level   0   International level   0

5.10 Scholarships and Financial Support

| | Number of students | Amount |
|---|---|---|
| Financial support from institution | -- | -- |
| Financial support from government | 81 | 326452/- |
| Financial support from other sources(Teacher's Welfare Fund) | 2+3=5 | 41000/- |
| Number of students who received International/ National recognitions | -- | -- |

5.11   Student organised / initiatives

Fairs       : State/ University level [ 0 ]   National level [ 0 ]   International level [ 0 ]

Exhibition: State/ University level [ 0 ]   National level [ 0 ]   International level [ 0 ]

5.12   No. of social initiatives undertaken by the students [ 0 ]

5.13 Major grievances of students (if any) redressed: _____02_____

# Criterion – VI

## 6.  Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> Vision:
>          To make it a rural institution of excellence, our vision has been to make the College a centre of excellence in the field of higher education through quality education which will create generations of students who will go out into the world with self confidence, ability & quality to face the challenges of life with commitment towards society and thereby will generate positive change in the society. In doing so, we also visualize our human resources to help expediting the march towards progress from the backward Condition.
>
> Mission:
> *   To create morally and culturally strong human resources with skill and competencies who will be useful members of the society and be for the service of the nation.
> *   To provide opportunity for quality higher education to the deprived and marginalized sector of the society in this area.
> *   To reduce the economic outflow in the form of students opting for admission in institutes outside the area and state.
> *   Promotion of games and sports and activities.

6.2 Does the Institution has a management Information System

> No

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

   6.3.1  Curriculum Development

> Done by the University

   6.3.2  Teaching and Learning

> 1.  Syllabi oriented model questions are discussed and practised
> 2.  Remedial classes for all slow learners

### 6.3.3  Examination and Evaluation

1. Two sessional tests are conducted
2. Student's feedback on evaluated answer scripts is sought & necessary suggestions are given by the faculty members to individual students.
3. Internal assessments (I.A) are awarded to the students on the basis of sessional test, attendance, and home assignment/group discussion/seminar etc.

### 6.3.4  Research and Development

1. Teachers are kept updated about available scopes for applying for research grants.
2. Project work is mandatory in some subjects. This helps to inculcate research attitude among the students.

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

1. Purchase of new text and reference books.
2. Purchase of computers
3. Development of keep-ups of museum displays.

### 6.3.6  Human Resource Management

The aim of the college is to make optimum use of the available human resources. All faculty members are involved in different activities for overall development of the College.

### 6.3.7  Faculty and Staff recruitment

Faculty recruitment is done as per Govt. of Assam and UGC regulations.

Non -teaching staffs are recruited as per Govt. of Assam's Employment rules.

### 6.3.8  Industry Interaction / Collaboration

Nil

### 6.3.9  Admission of Students

An admission committee is formed under the chairmanship of the Principal to deal with all matters related to admission. Advertisements in connection with admission in various courses are made in a few regional newspapers for admission into any class/semester, admission forms are issued to the intending candidates for a specific period. After this, a date is fixed for admission on which Admission is given to the applicants present on that particular day. The admission procedure follows government guidelines and so while the merit list is prepared for admission, the college also    reserves specific number of seats for reserved category students.

6.4 Welfare schemes for

| Teaching | ➢ Group Insurance<br>➢ Provident Fund<br>➢ Special leave to pursue Research work leading to Ph. D. |
|---|---|
| Non teaching | ➢ Provident Fund<br>➢ Group Insurance |
| Students | ➢ Five Economically weak and meritorious students are given Financial Assistance from the College Teachers Unit Fund. |

6.5 Total corpus fund generated

NA

6.6 Whether annual financial audit has been done    Yes ✔    No ☐

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

| Audit Type | External | | Internal | |
|---|---|---|---|---|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | No | No | No | No |
| Administrative | -- | -- | -- | -- |

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

For UG Programmes    Yes ☐    No ✔

For PG Programmes    Yes ☐    No ☐

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

N/A

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

N/A

6.11 Activities and support from the Alumni Association

The College has an Alumni Association which takes initiative in different kinds of Academic and Social activities for all round development of College.

6.12 Activities and support from the Parent – Teacher Association

> Parents are invited to the College at different functions. They offer valuable suggestion for the development, social & academic activities of the College.

6.13 Development programmes for support staff

> Nil

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

> 1. Plantation of flower plans and trees
> 2. Minimise use of plastics
> 3. Proper disposal of waste materials
> 4. Tobacco, alcohol and other narcotic  drugs are strictly prohibited in the institution

## Criterion – VII

## 7. Innovations and Best Practices

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

> Different committees have been formed to function the matters in connection to different subjects on teaching, learning and evaluation of academic and co-curricular programme of the college. The committees are functioning very sincerely and made different innovative practices in the year.
> Information related to Curriculum, class routine, attendance, examination schedules, and scholarships, socio-cultural activities & NSS programmes are displayed in notice board.

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

> - Biotech Hub was established at the very beginning of the year.
> - ICT infrastructure was enhanced.
> - Faculty members were encouraged to attend seminars, workshop, conferences, to present papers and to act as resource person.
> - Construction of Indoor Stadium & Swimming pool completed.

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

> ➢ In view of the need for teachers training in primary level, the college has planned start a teachers training programme. We have communicated with the authority concerned for starting D.El.Ed course to train up the primary school teachers.
> ➢ Maintenance of complete cleanliness as a best practice of the College.

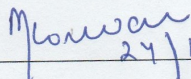7.4 Contribution to environmental awareness / protection

- Plantation was done to have a green campus in the college.
- 'World environment day' is observed by the teachers and students. Various competitions were organized about "Conservation of Water".

7.5 Whether environmental audit was conducted?  Yes ☐  No ☑

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

## 8. **Plans of institution for next year**

- Maintenance of Academic standard and environment conducive to learning.
- Feedback from outgoing students.
- Renovation of the college courtier and other pavements by pavers' block.
- Completion of Digital class Room.
- Construction of New Gate by Moran College Teacher Unit before Golden Jubilee closing ceremony on December 2014.
- Closing ceremony of the Golden Jubilee of the College.
- Holding of Conference of Assam College Teachers Association.

Name- Dr. Amulya Kr. Saikia

*Signature of the Coordinator, IQAC*

Dr. Amulya Kr. Saikia
Co-ordinator
I. Q. A. C.
MORAN COLLEGE
MORANHAT

Name- Dr. Mitali Konwar (Principal)

*Signature of the Chairperson, IQAC*

Principal
MORAN COLLEGE
Moranhat

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# Annexure-I

## Moran College, Moranhat

### ACADEMIC CALENDER( JULY,2013—JUNE, 2014)

| Month | Working Days | Total Teaching Days | Sundays | Holidays | College Exam | Activities |
|-------|-------------|---------------------|---------|----------|--------------|-----------|
| July | 16,17,18,19,20,22, 23,24,25,26,27,29, 30,31 | 12 | 7,14,21,28 | Upto 15th: Sem break. | - | Admission of 1st sem on 10th,11th and 12th . New session begin from 16th. 29th &30th : Fresher's |
| Aug | 1,2,3,5,6,7,8,9,10,12 ,13,14,16,17,19,20, 21,22,23,24,26,27, 29,30,31 | 25 | 4,11,18,25 | 15th: Independence day. 25th: Madhabdeva Tithi. 28th: Janmastami | - | - |
| Sept | 2,3,4,5,6,9,10,11,12, 13,14,16,17,18,19, 20,21,,23,24,25,26, 27,28,30 | 18 | 1,8,15,22, 29 | 7th:Sankardev Janmutsav | 6st-11th : 1st Sessional Exam. | 2nd-5th:Women convention ACTA 5th: Teachers' day celebration. |
| Oct | 1,3,4,5,7,8,9,10,15, 17,19,21,22,23,24, 25,26,28,29,30,31 | 16 | 6,13,20,27 | 2nd: Gandhi Jayanti. 11st-14th :Durga puja. 16h: Id-Uz-Zuha. 18th: Kati bihu. | 21th-24th: 2nd Sessional Exam. | 2nd: Gandhi Jayanti celebration. 3rd & 4th: Student Union Election. |
| Nov | 1,2,4,5,6,7,8,9,11,12 ,13,14,15,16,18,19, 20,21,22,23,25,26, 27,28,29,30 | 15 | 3,10,17,24 | 2nd : Kali Puja 17th: Guru Nanak Birthday. 24th: Lachit Divas | 20th - onward: End semester exam. | - |
| Dec | 3,4,5,6,7,9,10, 11,12,13,14 | - | 1,8,15,22,29 | 2nd: Sukafa Divas. 25th: Christmass. 16th ----onward: | Upto 14th: End Sem Exam. | - |

| Month | | | | | | |
|---|---|---|---|---|---|---|
| | | | | Semester Break. | | |
| Jan | 16,17,18,20,21,22, 23,24,25,27,28,29, 30, | 7 | 5,12,19,26 | 1st-15th : Semester Break. <br> 14th, 15th &16th: Magh Bihu. <br> 26th : Republic Day. <br> 31st : Me-Dum-Me-Phi | - | 17th -23rd: College Week. <br> 26th: Republic day celebration. <br> Semester classes starts |
| Feb | 1,3,5,6,7,8,10,11,12, 13,15,17,18,19,20, 21,22,24,25,26,27, 28 | 22 | 2,9,16,23 | 4th: Saraswati Puja. <br> 14th : Bir Chilarai Divas | 24th -27th: 1st Sessional exam. | 4th: Saraswati puja celebration. |
| March | 3,4,5,6,7,8,10,11,12, 13,14,15,18,19,20,2 1,22,24,25,26,27,28, 29,31 | 24 | 2,9,16,23, 30 | 1st: Sivaratri. <br> 17th: Holi. | - | - |
| April | 1,2,3,4,5,7,8,9,10,11 ,12,21,22,23,24,25, 26,28,29,30 | 20 | 6,13,20,27 | 14th -19th : Bohag Bihu,Good Friday. | 21th -25th: 2nd Sessional starts. | - |
| May | 2,3,5,6,7,8,9,10,12, 13,15,16,17,19,20, 21,22,23,24,26,27, 28,29,30,31 | 12 | 4,11,18,25 | 1st: May day. <br> 14th : Buddha Purnima | 19th onward: End sem exam. | 12th : Farewell of 6th sem. |
| June | 2,3,4,5,6,7,9,10,11, 12,13,14 | 12 | 1,8,15,22, 29 | 16th onward: Semester break. | Upto 14th :End sem exam continues | 5th: World environment day. <br> 23rd -28th : Admission of new semester. |

*Abbreviation*: N/A- *Not Applicable*

NA- *Not Available*