



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

MOINUL HOQUE CHOUDHURY MEMORIAL SCIENCE COLLEGE

VILLAGE - SAYEDBOND PART-1, P.O.- KALIBARI BAZAR, P.S.- ALGAPUR,
788150

www.mhcmsc.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

January 2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Moinul Hoque Choudhury Memorial Science College, a degree college in Algapur of Hailakandi District, Assam was established in 1997 at Panchgram, Hailakandi by the great social worker and leader Lt. Sohidul Alom Choudhury, Ex-Minister, Govt. of Assam in the name of Lt. Moinul Hoque Choudhury, Ex-Union Minister, Govt. of India who was the pioneer of the modern education in Barak Valley. The college was later shifted to Vill- Sayedbond-I, Algapur, Hailakandi in the land which was donated by the founder Lt. Sohidul Alom Choudhury in the year 2000.

The College popularly known as M. H. C. M. Science College, Algapur, with its academic zeal, aims at providing quality education to rural students while augmenting their meaningful participation in both curricular and extra-curricular activities. The focus is on the process of teaching-learning in rural context with a sense of social responsibility. The college upholds the spirit of Humanism and strives to inculcate rationalism among its stakeholders.

The College offers - B.Sc. courses (both Honours and Pass course) and BCA with a dedicated staff of teachers and a healthy teacher-student ratio. The College is a temple of learning for every person and every faculty with great energy and enthusiasm endeavours and excels in delivering knowledge, simultaneously preserving the aim and motto of the founder to develop and improve the rural background of the district.

Vision

Our college visualizes in fostering of the spirit of innovation in both learning and teaching skills for effectively imparting knowledge through sincere participation for excellence with a meaningful involvement of the student community in evolving a wise, self-dependent and responsible citizens.

Implementing NEP 2020 in order to upgrade the system of Education in the state and the college in particular with a view to skill based and value based education.

Mission

This prestigious degree college in Algapur, Hailakandi district is inspired by the mission of strengthening the life skills of the youth through setting up of advanced standards built on the sound value system of social responsibility and fulfilling the objectives of both curricular and extra-curricular competence contextualizing both learning and teaching aspects to a global standard.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The teaching faculties of the college are qualified, sincere, dedicated and competent teachers.

- The college is located in a rural area and hence caters mostly to the rural and economically weaker sections of the society.
- The college has Women's Cell to address Women's grievances and issues.
- The Students can avail the facility of free admission and various scholarships from the State Government, Central Government, UGC, etc.
- Apart from college library, most of the departments have Book Bank facility for the students.

Institutional Weakness

- The college does not have sufficient infrastructure for students' accommodation.
- The students are mostly from rural areas and hence communication problems often arise.
- The college is not yet having 12(B) recognition from UGC and hence the development and up-gradation of the college is very slow.
- Some of the teachers are yet to be provincialised by the state government.

Institutional Opportunity

- Introduction of vocational and professional courses to provide skill development to students.
- Availability of additional land of the college in the vicinity of the main campus has ample scope for construction of boys' hostel, auditorium, sports complex, additional playground, guest house, botanical garden etc. which can be added to the value addition as well as resource creation for the college.

Institutional Challenge

- It is very difficult to motivate students to attend classes regularly.
- Difficult to arrange awareness programmes frequently, amidst busy schedule of daily class routine and examinations in the semester system.
- Because of very low fees structure fixed by the state government it is very difficult to arrange funds to meet additional requirements of the college.
- Availability of experienced contractual faculty members against nominal remuneration is very difficult.
- Meeting the timeline to implement National Education Policy 2020.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Moinul Hoque Choudhury Memorial Science College is permanently affiliated to Assam University, Silchar and hence follows the CBCS curriculum prescribed by the affiliating University. The college ensures the effective implementation and timely completion of the curriculum in a planned manner.

The various academic activities like uploading of academic calendar, class routine, distribution of syllabus amongst the teachers and students, etc. is done by the use of IT and also through the college website. The teachers also use the Information and Communication Technology to maximize the impact of teaching and learning process. The college maintains the teachers' attendance digitally and also collects daily departmental

reports. Continuous Internal Evaluation/Continuous Internal Examinations, assignments, seminars, class tests, field trips, etc. are conducted departmentally for effective implementation of the syllabus. The students are allocated marks for attendance, internal examinations, field trips, project works, etc. in accordance to the syllabus.

For enriching the students, additional academic programs such as inviting resource persons for workshop and seminars, conducting students' seminar, departmental seminars are organized apart from the prescribed syllabus. The institution also conducts awareness programmes on environment, sustainability and gender issues to enrich the human and social values of the students.

The college also collects feedback from the students, teachers and other stake holders on the curriculum and the teaching-learning process so that it can be further improved.

Teaching-learning and Evaluation

The college is a co-educational institution and offers admission to the students of different caste/category enriching the socio-economic and cultural diversity of the institution. During admission, the reservation policy of the state government with regard to ST, SC, OBC, General and differently abled (Divyangjan) is followed.

Teachers are appointed by the Governing Body of the college as per UGC norms. There are 8 NET/SET qualified, 16 Ph.D, 1 M.Phil. qualified teachers and 5 teachers are registered in Ph.D program under different universities. The teachers are well experienced and use the ICT tools in the teaching learning process to make it more effective. The teaching learning process includes class room lectures, discussions, laboratory experiments, internal tests, external/semester exams, field trips and project work to make learning more interesting and effective for the students. To understand the learning outcome of the students, the attendance and involvement of the students in both theory and practical classes are recorded and their results in previous examinations (both internal and external) is also compared which helps in identification of advanced learners as well as slow learners. To uplift the slow learners, remedial classes are conducted within the respective departments, with the aim to enrich the students, and address their difficulties at personal level. On the other hand, the sharp students are also motivated to strive for higher goals by encouraging them to get better results. They are also motivated to appear for competitive exams. The college ensures transparency and fairness in evaluation for the student.

The programme outcomes and course outcomes of the different programmes and courses offered by the institution are prepared departmentally and displayed on the college website so that the students get to know the outcomes of the courses they are admitted to and also can assess themselves. The pass percentage of the students is satisfactory. The library of the college is also well equipped with books, journals and magazines for use of students and teachers.

Research, Innovations and Extension

The teaching faculties of the college are highly qualified and are experts in various fields. Many of teachers are carrying on their individual research works in different subjects. There are 64 research papers and 16 books/book chapters published in reputed journals by the teachers of this college during last 5 years. There is no research facility in the college and no grants are received from any government/non-government agencies till date. There is a Research and Publication Cell under IQAC in the college for encouraging the students as well as teachers for taking up research works and for guiding them initially. The Research and Publication Cell

comprises of a Convenor and Members from the teachers of the college.

Various Seminars and Workshops are organized by the different departments of the college in collaboration with the IQAC of the college, which encourages the students and the teachers to explore new horizons of thought and also get exposed to the advance studies in different fields.

The college has several committees/cells such as Cultural Cell, Women's Cell, Alumni Association, NSS, etc. which organize numerous awareness programmes, social service activities in the nearby villages for encouraging the students and developing social responsibilities in them.

The college has also signed 3 nos. of MOUs with 3 other colleges within the district for collaborations/linkages, faculty exchange, student exchange, research and upliftment of other academic activities. MOUs signed will also help in better implementation of the multidisciplinary approach of the NEP, 2020.

Infrastructure and Learning Resources

The College has a main campus with 4 bighas (1.322 acres) of land. The total built up area is 1081.68 sq. metres. The campus of college consists of both RCC and Assam Type Pucca buildings. It has 13 classrooms, 10 laboratories and 1 darkroom. There are 3 classrooms with ICT and LCD facility. The Computer lab is air conditioned with 25 computers for students. It is also equipped with internet and LAN facility.

The classrooms are spacious, well lighted and ventilated, and are well equipped for carrying out the teaching learning process. The classrooms are also provided with blackboards, whiteboards and sufficient number of desks and benches.

The laboratories of the college are also spacious and have sufficient lab equipments, accessories, chemicals and running water facility.

The college library is automated using ILMS and has total number of 5051 books, 3 journals, 5 magazines and 3 newspapers. The reading room is spacious enabled with computers and photocopier machine.

The College has subscribed to various e-resources which the students and teachers use as an important resource for learning and research.

The College has a parking space in the front of the administrative building and a 10 KW Generator for supporting during power cuts.

All the departments are provided with computers for ICT in Teaching Learning. The college office is equipped with 5 desktops and 3 printers. The IQAC office is provided with 2 desktops and 2 printers cum scanners.

Student Support and Progression

As the College is located in rural area, the students of economically weaker section are always given priority during admission. The college has reservation of seats for economically weaker section; ST / SC / OBC / Differently abled (Divyangjan) students as per the guidelines of the reservation policy of the state government.

The students of the college are also benefited by various scholarships provided by the State / Central Government as well as by UGC. During last the five years total number of 1364 students got benefitted by various scholarships and fee waiver scheme of the state government.

Various capability enhancement activities such as training of the students and staff on basic computer techniques, observance of International Yoga Day, awareness on Women Health and Hygiene as well as Guidance and Career Counselling programmes are organized by the college to develop the skills and awareness among the students.

The college has different committees and cells for timely redressal of students' grievances, sexual harassment, and ragging cases in the campus. Grievances Redressal Cell, Anti-Ragging Cell and Women's Cell are active in the campus and are working to create awareness among students, solve various issues in a transparent manner.

There is a Students' Council in the college formed from the elected/selected class representatives of the various departments/ subjects. The Students' Council is formed for a term of one year by a secret ballot conducted by the teaching faculty. The Students' Council plays a major role in curricular, extra/co-curricular, sports and cultural activities/events organized by the college which helps in developing leadership as well as all round development of the student's community. The college organizes various sports and cultural events every year and also observes/celebrates various days of national and international importance.

In the last five years a total of 135 students have completed their graduation from this college and amongst them 14 students have progressed to higher education and 3 students have been placed/employed in different Government/Non-Government sectors. There is also an Alumni Association in the college which is also actively involved in the development of the college by involving themselves in various activities and contributions.

Governance, Leadership and Management

Moinul Hoque Choudhury Memorial Science College is a newly provincialised college under the Directorate of Higher Education, Government of Assam. There is an approved Governing Body of the college, which is responsible for the management and governance of the college. The President of the Governing Body is appointed by the Director of Higher Education, Government of Assam. The Principal is the Member Secretary of the Governing Body. The college follows the code-of-conduct formed as per the Acts and Rules-Regulations framed by the state government from time to time.

The college practices participative management with the Principal as the final authority in internal matters. The Academic Committee comprises of all the Head of Departments of the college and play a very important role in academic decision making process.

There is an Internal Quality Assurance Cell (IQAC) in the college which reviews different aspects and initiates the work for quality enhancement in the college by organizing programs for both the faculty and the students. The faculty members are involved in management of the college through various committees formed under IQAC as Coordinators, Conveners and Members. The IQAC holds regular meetings, collects feedback, analyses and take necessary measures for improvement in various sectors.

The institution implements e-governance in areas of administration, finance and accounts, student's admission and support and examination. The attendance of staff is managed electronically. The Fin-Assam

portal, Government of Assam is used for online processing of bills and payments of provincialised staff. In finance, for other payments, funds are transferred electronically through NEFT/RTGS. The college website as well as the admission portal developed by Assam University is used for student admission process. The Assam University, Silchar examination portal is used to register the students for University examinations.

The college also has a transparent mechanism for Performance Appraisal of both the teaching and non-teaching staff. The college also allows the teaching and non-teaching staff to participate in various Faculty Induction Programmes, Refresher Courses, Faculty Development Programmes and other training programmes for the professional development of the staff. Yearly Financial Audits are conducted externally by a registered Chartered Accountant.

Institutional Values and Best Practices

The College has always been giving preference to the underprivileged, rural, economically backward, first generation learners and particularly to the female students. The college provides equal opportunities for learning without any biasness towards any gender. A Women's Cell is present in the college which caters to all round needs of the female students and also tries to provide help and support to their personal problems.

Several programmes are organized by the college to celebrate/observe the days of national and international importance. The Cultural Cell and the NSS unit of the college take the responsibility of conducting such events.

The college always gives priority for energy conservation and as a part of this for lighting the campus LED bulbs are used so that less power is consumed. There is no alternate source of energy in the college premises but in near future the college is planning to install Solar Panels in the campus.

To maintain cleanliness in the college campus, the teachers as well as the non-teaching staffs were given additional responsibility of looking after the college buildings along with the Grade IV staffs. As a part of Green Practices plantations are done in the campus on regular basis especially on certain occasions such as World Environment Day, Republic Day, Independence Day, etc. The teaching, non-teaching staffs as well as the students have donated potted flowers and plants. Plantation was also done under Chief-Minister's Plantation Programme organized by the Govt. of Assam.

The Institution contributes a lot to the welfare of the college as well as to the society. By organizing various awareness programmes, debates, holding talks in nearby schools and villages on topics related to communal tolerance, linguistic and cultural aspects this college is trying its best in educating the people of the locality on various socio-economic issues.

Clean and Green initiatives and decentralization of responsibilities are the two best practices of the institution. The college is always a platform for developing leadership quality and social responsibility among the students. Involving the students in various activities and programmes along with their curricular activities help in all-round development of the students.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	MOINUL HOQUE CHOUDHURY MEMORIAL SCIENCE COLLEGE
Address	Village - Sayedbond Part-1, P.O.- Kalibari Bazar, P.S.- Algapur,
City	Hailakandi
State	Assam
Pin	788150
Website	www.mhcmssc.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Dilwar Hussain Ahmed Mozumder	03844-291814	9435078466	-	iqacmhcm21@gmail.com
IQAC / CIQA coordinator	Ujjwal Barbhuiya	-	9435179783	-	ujjwalb76@gmail.com

Status of the Institution	
Institution Status	Government and Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details				
State	University name	Document		
Assam	Assam University	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC	01-02-2013	View Document		
12B of UGC				
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Village - Sayedbond Part-1, P.O.- Kalibari Bazar, P.S.- Algapur,	Rural	1.322	1081.68

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Department Of Botany	36	HSSLC	English	40	18
UG	BSc,Department Of Botany	36	HSSLC	English	500	78
UG	BSc,Department Of Chemistry	36	HSSLC	English	500	35
UG	BSc,Department Of Chemistry	36	HSSLC	English	40	30
UG	BSc,Department Of Physics	36	HSSLC	English	500	20
UG	BSc,Department Of Physics	36	HSSLC	English	40	9
UG	BSc,Department Of Mathematics	36	HSSLC	English	40	18
UG	BSc,Department Of Mathematics	36	HSSLC	English	500	14
UG	BSc,Department Of Zoology	36	HSSLC	English	500	43
UG	BSc,Department Of Zoology	36	HSSLC	English	100	75
UG	BSc,Department Of Computer Science	36	HSSLC	English	500	9
UG	BSc,Depart	36	HSSLC	English	40	15

	ment Of Computer Science					
UG	BSc,Depart ment Of Statistics	36	HSSLC	English	500	24
UG	BSc,Depart ment Of Economics	36	HSSLC	English	500	4
UG	BSc,Depart ment Of Anthropolog y	36	HSSLC	English	500	28
UG	BSc,Depart ment Of Biot echnology	36	HSSLC	English	500	9
UG	BCA,Depart ment Of Computer Application	36	HSSLC	English	40	12
UG	BSc,Depart ment Of Ecology And Environment al Science	36	HSSLC	English	500	26
UG	BSc,Depart ment Of English	36	HSSLC	English	500	185
UG	BSc,Depart ment Of Bengali	36	HSSLC	Bengali	500	49

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				18			
Recruited	0	0	0	0	0	0	0	0	12	2	0	14
Yet to Recruit	0				0				4			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				24			
Recruited	0	0	0	0	0	0	0	0	12	3	0	15
Yet to Recruit	0				0				9			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				12
Recruited	12	0	0	12
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				12
Recruited	9	1	0	10
Yet to Recruit				2

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				1
Recruited	1	0	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	8	2	0	10
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	12	2	0	14
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	5	2	0	7
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	12	3	0	15
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	0	0	1
UG	0	0	0	0	0	0	0	0	0	0

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	150	0	0	0	150
	Female	76	0	0	0	76
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	7	9	2	3
	Female	2	1	2	0
	Others	0	0	0	0
ST	Male	1	0	0	0
	Female	0	1	0	0
	Others	0	0	0	0
OBC	Male	9	18	6	4
	Female	4	4	1	2
	Others	0	0	0	0
General	Male	201	260	125	153
	Female	96	97	43	28
	Others	0	0	0	0
Others	Male	0	1	1	0
	Female	1	1	0	0
	Others	0	0	0	0
Total		321	392	180	190

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	In accordance with the National Educational Policy 2020, where all-round capacities of the students is given importance, the college is preparing to include multidisciplinary subjects so that intellectual,
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	<p>aesthetic, social, physical, emotional as well as moral values can be developed among the students. In order to achieve this, the college has already signed MOUs with the nearby colleges so that the students can avail the opportunity of studying subjects of social sciences and humanities along with the subjects of natural sciences. As a part of this, the College is also preparing itself to have more of multi-disciplinary subjects and is trying to identify the programme learning outcomes along with course outcomes that define the specific knowledge, skills, attitudes and values that could be acquired by the learners and would ensure that each programme achieves its goal.</p>
2. Academic bank of credits (ABC):	<p>In order to implement Academic Bank of Credits, the college is waiting for the academic council of the Affiliating University (Assam University, Silchar) to give its approval. This approach of the New Education Policy 2020 will definitely help the students' mobility across different higher educational institutions.</p>
3. Skill development:	<p>Promoting Value-Based Quality Education is one of the main objectives of the college and hence to mentor the students in becoming self dependent and also to provide better employment pathways after graduation, the college is also planning to set up short term Diploma Courses in IT and Vocational courses in Agriculture, Farming, Horticulture and Bamboo Crafts. The aim is to make the students equipped, so that they don't need to rely on Government jobs but instead pave a way towards self-employment and have a secure life ahead.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>At present the college offers Modern Indian language, Bengali as a paper in first year of the degree courses. The college is also planning to introduce regional languages such as Bengali, Manipuri, Sanskrit, Hindi, etc. as subjects in near future as a measure of preservation and promoting Indian languages.</p>
5. Focus on Outcome based education (OBE):	<p>The quest of knowledge is a life-long activity and to acquire positive attitude and better qualities. Now-a-days, the education is career oriented and to secure the livelihood of mankind, outcome based education is the need for the hour. The college is also committed to this and is hence focusing on outcome based education and preparing programme outcomes</p>

	and course outcomes of the different subjects so that the students can choose the perfect subject to acquire their aim in life and lead a successful life.
6. Distance education/online education:	The College is also planning to offer Diploma Courses on IT through ODL (Open Distance Learning) mode in near future. Some infrastructural development is needed for this and the process of framing the course as well as collaboration with different institutions is going on for its proper implementation. During the lockdown due to COVID pandemic for the convenience of the students, the various online platforms were used by the faculties such as Google Classroom, Zoom, Teachmint, etc. as teaching and learning aids. This experience will definitely help in equipping the faculties in providing online teaching.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes, Electoral Literacy Club has been set up in Moinul Hoque Choudhury Memorial Science College, Algapur, Hailakandi with the main objective of sensitizing the students about their democratic rights and the right to vote. Mock polling activities are being conducted in the college to train the students and give them experience-based learning of the democratic setup. Apart from this, poster presentations, debates, mock parliaments, essay writing, etc. are also organized to create awareness among the students regarding electoral procedures.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Yes, the ELC of the college is functional with the following office bearers: 1. Dr. Abul Fazal Mazumder, Asstt. Professor & Head, Department of Botany, Coordinator 2. Dr. A.K.M. Fujail, Asstt. Professor, Department of Computer Science, Asstt. Coordinator 3. Rushel Barbhuiya, B.Sc. Final Year Student, Student Representative 4. Fujail Ahmed Barbhuiya, B.Sc. Final Year Student, Student Representative 5. Shakiba Shahnishin Choudhury, B.Sc. Final Year Student, Student Representative
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral	The following activities are performed by the ELC of the college: 1. Participation in Voter Awareness Campaigns in the nearby villages with a view of

<p>processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.</p>	<p>educating the public. 2. Creating awareness and interest among faculties and students through poster presentation and workshops. 3. To educate the new voters about voter registration, electoral process and related matters.</p>
<p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<p>The ELC takes initiatives that are socially relevant to electoral related issues especially awareness programmes, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes. Activities are taken up to help the target audience understand the value of their vote and to ensure that they exercise their right in a confident, comfortable and ethical manner. To create and develop a culture of electoral participation and follow the principle of 'Every vote counts' and 'No Voter to be Left Behind'.</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<p>The students who are above 18 years or 17+ years and are to be enrolled as voters are sensitized and made aware about their democratic rights which include casting votes in elections. Mock polling activity is conducted to give them experience-based learning of the democratic setup. Poster presentation, debates, mock parliaments, essay writing, etc. are also organized to create an awareness regarding electoral procedures.</p>

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
627	558	288	277	228

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 33

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
29	29	29	29	29

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
64.63	24.71	26.69	24.23	19.65

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

The College is affiliated to Assam University, Silchar and follows the CBCS Curriculum prescribed by the affiliating University. The CBCS curriculum was implemented from the session 2018-2019. For effective implementation and timely delivery of the curriculum the college adopts the following measures in a planned manner:

1. Syllabus of all the elective subjects are uploaded in the College website.
2. The syllabus is distributed among the teachers by the concerned HOD of the department. The copy of the allotted topics is given to the respective teachers and the same is also sent to the Principal and is also provided to the students at the beginning of each semester.
3. The time table is prepared by a committee comprising of the Teachers based on the master time table and is hung in the notice board. The copy is also distributed among the different departments and the whatsapp group of the students.
4. All the teachers prepare lesson plans at the beginning of the semester and are submitted to HOD of concerned department.
5. Daily Reports of Departments are also prepared and submitted to the Principal.
6. Log Books are also maintained departmentally to analyse the syllabus completed by the concerned teachers.

The HOD of the concerned department hold departmental meetings at regular intervals, for reviewing the progress and implementation of the curriculum and appropriate measures are taken whenever necessary. Academic Calendar is prepared separately to ensure the proper planning and deliberation of all the programs. The faculty members are encouraged to use ICT for effective implementation of the program. Students are sensitized and encouraged to use resources made available by the college library.

For effective implementation of curriculum, CIE system is implemented such as, regular internal tests, assignments, group discussions, student's seminars and workshops, etc. This helps in understanding different topics in depth and practical knowledge on the topic. Moreover it also helps in incorporating interactional confidence in the students.

Field visits and Project works are also assigned to students based on the syllabus to expose the students in practical situations helping them to understand the practical utility and applications of science. Remedial classes are also organized departmentally to enhance the performance of the poor performing students.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

<p>1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years</p> <p>Response: 0</p>

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

<p>1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years</p> <p>Response: 0</p>
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<p>1.2.2.1 Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	0	0	0	0	0
2021-22	2020-21	2019-20	2018-19	2017-18						
0	0	0	0	0						

File Description	Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

<p>1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum</p> <p>Response:</p> <p>The cross cutting issues such as Human values, Environment and Sustainability are integrated to some extent into the curriculum prescribed by the affiliating university. In the curriculum for Bachelor of Science (both Honours and Pass/General Courses) the affiliating university has introduced a compulsory subject 'AECC-Environmental Studies' in the Second Semester, which emphasizes the issue on Environment and Sustainability, the impacts of pollution on nature, importance of conservation of</p>

biodiversity and natural resources. Moreover, the college also organizes different events and programmes to address the cross cutting issues such as Gender Equality, Environmental and Sustainability, Human values and Professional ethics.

The college administration gives equal opportunities and rights, freedom of speech and expression in various matters of the institution, regardless of gender, nationality, sex, background, and religion. Opinions and views of all the individuals/ constituent groups are heard and given importance before taking decisions. Internal problems are solved through open discussions.

The students as well as the public of the nearby villages are sensitized on burning environmental issues through awareness programmes, plantation programmes etc. organized by the Faculty members, Students' body and NSS unit of the college.

The NSS unit of the college organizes cleaning drive not only in the college campus but also in public places in conformity with the "Swachh Bharat Mission" where the teacher and the students take part actively. Teachers while teaching in the classroom also try to incorporate the issues of gender equality as and when situation arise.

All the teaching and non-teaching staffs are aware and abide by the UGC guidelines on the code of professional ethics and follow the 'code of conduct' framed by the college as per the Acts and rules-regulations enacted by the state government from time to time.

File Description	Document
Upload Additional information	View Document

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

Response: 95.22

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

Response: 597

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)

Response: Yes

File Description	Document
Upload supporting document	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 55.77

2.1.1.1 Number of students admitted year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
338	394	180	190	125

2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
500	500	400	400	400

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)

Response: 8.98

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

2021-22	2020-21	2019-20	2018-19	2017-18
24	35	12	9	3

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

2021-22	2020-21	2019-20	2018-19	2017-18
210	210	168	168	168

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.2 Student Teacher Ratio

2.2.1 Student – Full time Teacher Ratio (Data for the latest completed academic year)

Response: 21.62

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences using ICT tools

Response:

This college is a science college and in the teaching learning process experimental learning, participative learning and problem solving methodologies are a part of the curriculum itself. The college always focuses on the student-centric methods of enhancing lifelong learning skills of students.

The following student-centric methods are used to make the learning activity more interactive:

Experiential Learning: The College promotes experiential learning by facilitating the student's participation in study tours, local field-visits, different workshops and seminars, hands-on training, etc. organized in and outside the campus. Experimental method is used in practical classes of the science subjects to acquaint the students with the scientific principles and processes through direct experiments individually. Students verify the scientific facts of the subject by performing various experiments. Experiments boost up the students and develop interest in the subjects.

Participative Learning: Students participate in various departmental seminars, workshops and hands-on training, group discussions, etc. where they compete among themselves which helps the students to develop competitiveness and group participation. This also helps the students to develop scientific temperament in them as well as help them to prepare for research and higher studies. The question and answer sessions are done which encourages the students and enrich their learning experience.

Problem-solving methods: The College encourages the students to acquire and develop problem-solving skills. The teachers assign the students different assignments and tasks that inculcate in them problem solving skills. They receive practical and direct experience of negotiating difficult situations in solving

those problems and are thus help them to become trained as capable, competent and accomplished individuals. Moreover, the students are also assigned project works as per the syllabus by the different departments.

Apart from these methods the conventional lecture method is the most common method adopted by all the teachers. This method helps the teacher to interpret, explain and discuss the content of a text for better understanding of the subject by the learners. White Boards and Green Boards are generally adopted by all the faculty members as TLM to facilitate the teaching learning process in the classrooms.

The college also encourages the teachers to conduct the classes with the use of ICT tools. There are 3 classrooms with LCD projectors and also one interactive digital board. The faculty members use LCD Projectors for Power Point Presentations of lectures and discussions to make learning more interesting and effective for the students. Different ICT tools are also used by the faculty members for seminars and workshops for effecting learning.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 100

2.4.1.1 Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:

2021-22	2020-21	2019-20	2018-19	2017-18
29	29	29	29	29

File Description	Document
Upload supporting document	View Document

2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 28.28

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
10	10	09	07	05

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

Internal assessment was introduced by the Assam University, Silchar as part of semester system and in the present CBCS system, 20% weightage is allotted for internal assessment. The internal assessments are conducted within the stipulated time period notified by the university. The dates and time is notified by the Examination Cell of the college in consultation with the respective HODs, as per the Academic Calendar. During the COVID pandemic, assignments were given to the students instead of internal examination by the different departments. The marks of internal assessments/assignments are displayed on the College Notice Board and are also uploaded in the Assam University examination portal from where the students can easily see their score by logging into their individual University ID. Assignment papers and answer scripts of internal assessments are also shown to the students for further improvement and doubt clearing.

As an affiliated college of Assam University, the college follows the evaluation mode of the affiliating University to assess the academic performance of the students on the continuation basis:

As per Assam University Regulations, two (2) internal exams are to be conducted per semester for continuous assessment in theory subject and the best performance out of two exams is considered. Marks allotted for internal exam is 20 out of which 6 marks is given for attendance. The questions for internal exams are framed by the faculty of the respective departments.

Practical examination is also conducted by the college as per the instructions of the affiliating University and within the time schedule notified by the university. Marks allotted for practical examination is 30 marks per paper. Evaluation is done based on different parameters, like performing experiments, submission of practical records, submission of field reports (if any) and viva-voce. For regularity in attendance 6 marks out of 30 is allotted.

In case of any grievances regarding internal assessment, the matter is reported to principal by the Grievance Redressal Cell, IQAC and immediate measures are taken to solve the issue at the earliest.

File Description	Document
Upload Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated

Response:

Programme Outcome and Course Outcomes are prepared by the respective departments for all the Honours and Pass/General Courses offered by the college. The POs and COs are displayed on the website where the students can go through the outcomes of the different courses/papers they are admitted to and can analyze the attainment of the same. The POs and COs are also evaluated by the IQAC departmentally and reports are submitted to the Principal at the end of every semester.

File Description	Document
Provide Link for Additional information	View Document

2.6.2 Pass percentage of Students during last five years

Response: 38.14

2.6.2.1 Number of final year students who passed the university examination year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
62	47	13	7	6

2.6.2.2 Number of final year students who appeared for the university examination year-wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
128	116	46	37	27

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process	
Response: 3.6	
File Description	Document
Upload database of all students on roll	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

The college is trying to develop an ecosystem for Research and Innovation by recruiting & developing desirable human resource, taking initiative for creation & dissemination of knowledge and establishing research oriented infrastructure.

The College has a Research and Publication Cell under IQAC which is meant for promoting research, innovation & entrepreneurship activities. Students are encouraged to present their innovative ideas through project models & poster presentation. The students participate in the seminars and workshops organized by the different departments and also in such programmes organized by other institutions helping them to culture a research mindset in them.

The Career Guidance and Placement Cell under IQAC also organize counseling and training programmes to encourage and motivate students for startup initiatives. The faculty & students are also encouraged to take up research & developmental activities by utilizing the existing resources. The college recruits dynamic & highly qualified faculty to mentor and channelize the young minds. The college also encourages the faculty members to pursue their Ph.D work by granting study leave during the course work. Faculties are also encouraged to participate in various Refresher Courses, Faculty Development Programmes and Faculty Induction Programmes organized by HRDC, UGC.

The College has collaboration with other colleges of the district by MOUs for exchange of research, training and other academic activities.

File Description	Document
Upload Additional information	View Document

3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 0

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 1.67

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
8	11	11	14	11

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**Response:** 0.45**3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
4	4	3	3	1

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.4 Extension Activities**3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.****Response:**

Moinul Hoque Choudhury Memorial Science College is the only science college in the rural landscape of the district. The college has several platforms such as NSS, Women's Cell, Alumni Association, Career Guidance and Placement Cell which organize numerous social service activities as well as awareness and sensitization programmes for students. The College has taken up various such activities/programmes during the last five years.

Plantation programmes are organized every year on World Environment Day, Republic Day and Independence Day. Campus cleaning drive programmes were held as part of "Swachhta Pakhwada" Programme. Such programmes were not only held in the college campus, but were also carried out in the nearby villages, markets and roads.

The rural areas in the vicinity of the college are often affected by floods and the college NSS unit and ACTA unit organizes several flood relief camps for the flood victims and various awareness programmes throughout the year on a regular basis within and outside the campus.

The college Women's Cell, is also very active with their social service works. The College Alumni Association is also active in this arena and is involved in awareness programmes outside the college.

These activities sensitize the students and motivate them to come forward towards selfless service to the society, with the dedication and relentless services of the Teachers in-charge. Apart from the teachers and

students, these programmes have witnessed the involvement and active participation of the locals, who have come forward with a helping hand in making the programmes and activities of the college successful. These activities help to develop the quality of the students' leadership, thereby fostering the growth of responsible citizens.

File Description	Document
Upload Additional information	View Document

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

As of now the college has not received any awards and recognitions for the extension activities carried out by the college from any government/government recognized bodies.

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs) during the last five years

Response: 5

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2	0	1	0	2

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.5 Collaboration

3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 1

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

Response:

The College has a main campus with 4 bighas (1.322 acres) of land. The total built up area is 1081.68 sq. metres. The campus of college consists of both RCC and Assam Type Pucca buildings. It has 13 classrooms with a seating capacity of 700 students, 10 laboratories and 1 darkroom. The classrooms are spacious, well lighted and ventilated, and are well equipped for carrying out the teaching learning process. The classrooms are also provided with blackboards, whiteboards and sufficient number of desks and benches.

The laboratories of the college are also spacious and have sufficient lab equipments, accessories, chemicals and running water facility.

There are 3 classrooms with ICT and LCD facility. The Computer lab is air conditioned with 25 sets of computers for students. It is also equipped with internet and LAN facility.

The college has 5 sets of computers and 3 printers and one Xerox machine for office use, 6 sets of computers in the department of Botany, Zoology, Mathematics, Physics, Statistics and Chemistry respectively, and 2 sets of computers for use in library.

The Library is automated using Integrated Library Management System (KOHA, Version 22.05.07). For optimal use of the software the computers are connected via LAN. A separate reading room is also available in the library for students and faculty. There is a total 5051 nos. of books, 3 journals, 5 magazines, 3 newspapers in the library. The reading room is spacious and well ventilated. The library also has photo copier facility for the students and the faculty. The library is not yet subscribed to N-List, but in the process of completing the same in a short period of time. This will help both students and faculty to access more e-resources for enriching themselves.

The college has a small auditorium with a seating capacity of 300. It is used for organizing various programmes and events.

The college has a small playground in the college where various sports and field events are being held. Games like Football, Cricket and other track and field events are conducted in the open field near the college campus. There is a volleyball court and a badminton court is in the middle of the college building. Games like carom, chess, etc., are played in the college but there is no indoor stadium. The college has Sports Cell to look after the Games and Sports events organized by the college. Sports equipments are available in the college.

The college has musical instruments like traditional drums, flutes, guitars and harmonium. There is a Cultural Cell in the college to look after the cultural activity of the students.

File Description	Document
Upload Additional information	View Document

4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

Response: 32.34

4.1.2.1 Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
42.4477	4.8295	1.5731	2.713	0.15

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library

Response:

The library is automated using Integrated Library Management System called KOHA, Version 22.05.07, a fully automated software which helps to all the functions of library. This system was installed in the library in the year 2022. The Modules used under this system are- Cataloging, Circulation, Accessioning/Acquisitions, Patrons, Advanced Search, Serial Control, Generation of Reports and Online Public Access Catalogue (OPAC). For optimal use of this system the computers are connected via LAN. A separate computer has also been installed for students and faculty for access to OPAC. Moreover, all Library holdings have been barcoded to enhance the efficiency of the service and also for the convenience of the students and faculty. Library card is introduced in the system to streamline the process of issue and other records. This library card helps to keep track of the issue and return of books. There is a total 5051 nos. of books, 3 journals, 5 magazines, 3 newspapers in the library.

The library is not yet subscribed to N-List, but in the process of completing the process in a short period of time. This will help both students and faculty to access more e-resources for enriching themselves.

The details of the LMS is as follows:-

Name o Library Sotware: KOHA

Version: Version 22.05.07

Nature of Automation: Fully automated

Year of Automation: 2022

Software developed by: Open source software by Katipo Commission, New Zealand.

File Description	Document
Upload Additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Response:

The college has one computer laboratory with 25 computer desktops all linked with Local Area Network (LAN). The computer lab is mainly for the practical works of the students of the department of Computer Science and also supports the college in providing services assisting the teachers and other students in preparing their course work.

The college has taken a step in IT facility by installing a wireless network connection provided by BSNL Fiber Network Operator for campus covering the college. The bandwidth for internet connection is upto 150mbps.

The college is in the process of registration as a member of N-List (a National Library and Information Services Infrastructure for Scholarly Content) an initiative of MHRD. Through this access, the faculty and students of the college can now access e-resources.

The Departments of Zoology, Botany, Chemistry, Physics, Statistics and Mathematics have been provided with desktop computers as a step towards up-gradation of ICT which has become integral to teaching learning interaction. The teachers integrate this new technology into their classroom teaching by preparing study materials, notes making, uploading of internal marks in the university portal, etc and other departmental academic works. Three (3) classrooms are equipped with ICT tools such as LCD projector with computer attachments in order to communicate and disseminate information to the students.

File Description	Document
Upload Additional information	View Document

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

Response: 25.08

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 25

File Description	Document
Upload supporting document	View Document

4.4 Maintenance of Campus Infrastructure

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

Response: 65.33

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

2021-22	2020-21	2019-20	2018-19	2017-18
22.17849	19.8793	23.83294	19.95268	18.62965

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

Response: 67.19

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

2021-22	2020-21	2019-20	2018-19	2017-18
386	548	83	178	134

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

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

Response: C. 2 of the above

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 0

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

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

Response: A. All of the above

File Description	Document
Upload supporting document	View Document

5.2 Student Progression

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 12.59

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
11	3	2	1	0

5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
62	47	13	7	6

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

Response: 100

5.2.2.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	1	0	0	0

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	1	0	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.3 Student Participation and Activities

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

Response: 0

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at

national/international level (award for a team event should be counted as one) year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

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

Response: 3.4

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	01	06	05	05

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.4 Alumni Engagement

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

Response:

There is an Alumni Association in the college which contributes significantly to the development of the institution through financial and non financial means. A meeting of the Alumni Cell, IQAC was held on 16th May, 2022 to organize an alumni meeting in the college. Accordingly, on the 28th of May 2022, the Alumni Meet was held in the college. The Principal of the college chaired the meeting and Dr. S.A. Kowser Alam Laskar, Convenor of Alumni Cell addressed the gathering with welcome speech. An executive body of the Alumni Association was formed on the same day. The Principal highlighted the need of registration of the Alumni Association under The Society Registration Act, 1860 and accordingly all the members present resolved to do the needful in this regard. Dr. S.A. Kowser Alam Laskar, Convenor of

Alumni Cell was authorized to make necessary arrangements for the registration of Alumni Association of the college.

Office Bearers of the Executive Body of the Alumni Association:

Sl. No.	Name	Name of the Post	Mobile number
1	Habibur Rahman	President	9435372051
2	Sajjadur Rahman Laskar	Vice-President	8638948990
3	Dr. S.A. Kowser Alam Laskar	General Secretary	9435345566
4	H.Md. Samsujjaman Barbhuiya	Asstt. Secretary (Male)	9101195152
5	Nasrin Sultana Laskar	Asstt. Secretary (Female)	8638950930
6	Dr. Arif Uddin	Treasurer	8638852543
7	Abdul Wahab	Member	9859974906
8	A.N. Abdul Haiye Siddique	Member	8403885741
9	Kutub Uddin Barbhuiya	Member	9101193053
10	Kunal Dewip Choudhury	Member	6003794608
11	Monsur Hussain	Member	9365397959

The aims and objectives of the Alumni Association is to promote the needs for the development of the College as-well-as for the welfare of the students as a whole to materialize the need of the students belonging to socially and economically weaker section of the community.

The Alumni Association shall also organize Seminars, Workshops, Awareness Programmes, Health Camps, Relief Camps, and other social activities inside and outside the college in collaboration with IQAC of the college to encourage the budding talents of the college and betterment of society as a whole. The Alumni Association is also like an advisory committee and this committee shall suggest on various academic and administrative activities of the college for the better interest of the college.

File Description	Document
Upload Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance

Response:

The College is the sole institution to provide opportunities in pursuance of science based knowledge and education in this rural region. This College caters mostly to the needs of the under-privileged and economically weaker students. With value-based and skill based education being its prime objective, the college nurtures its students to explore their potentials, thereby encouraging them for challenging careers. Students are given opportunities to participate in various co-curricular activities with an objective to bring out their best. Teachers are also provided with various opportunities to develop their competence.

For better administrative management of the institution various committees like Examination, Admission, Purchase, Disciplinary and Construction committees are formed in the college. Apart from this, the Students' Council, Teachers' Council, ACTA Unit, etc. also exist in the college, which are actively involved in various academic and non-academic activities of the college.

For efficient functioning of the college, the teachers as well as the non-teaching staffs of the college are monitored with regard to their respective roles and responsibilities. This is further facilitated by IQAC, where areas requiring attention are highlighted with the aim of improvement through quality-based action.

The heads of various departments ensure that classes are taken regularly, and syllabus/ curriculum are completed on time. The College also organizes talks, seminars, workshops from time to time. Departmental seminars, activities and field trips, educational tours and excursions are also conducted by the respective departments. The weak students who require extra attention are also given remedial classes departmentally.

The institution adopted the participative management system with the Principal as the final authority in internal matters of the college. The Principal along with the faculty members and office staff work in tandem for the implementation of the plans and policy of the college. The IQAC works closely with the faculty members and plans out the best possible strategies for development of the college. The Heads of Departments which form the Academic Council along with the Principal play a vital role in decision making process. The faculties are involved in management of the college through different committees as coordinators, conveners and members of various committees. The feedback received from departmental meetings, general staff meetings, academic council meeting, and various committees meetings, are taken into consideration for policy decisions of the college.

All the departments are given same amount of autonomy in their day to day functioning but however they are expected to adhere to the guidelines of the affiliating university and the college.

The College practices decentralization and participative management by giving powers and functions to different committees under IQAC such as:

1. Finance and Management Cell
2. Admission Cell
3. Examination Cell
4. Disciplinary Cell
5. Library Cell
6. Cultural Cell
7. Sports cell
8. Institutional Career Guidance and Placement Cell.
9. Research and Publication Cell.
10. SC/St/OBC and Minority Cell
11. Anti-Ragging Cell
12. Grievance Mitigation Cell
13. Alumni Cell
14. Women's Cell
15. IT Cell

File Description	Document
Upload Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

Response:

The Governing Body (GB) is the administrative and managing authority of the college. The GB has representation of both teaching and non-teaching staff. The Governing Body meetings are held atleast twice a year or on need in emergency situations. The plans, policies and development activities are planned and executed by the GB. The GB sanctions and approves the budget to be utilized for different activities.

The GB is the appointing authority of the college. It follows the rules and guidelines framed by UGC and State Government for appointment of both teaching and non-teaching staff. The appointments are made after getting approval from the Director of Higher Education, Assam. Proper advertisement and interview are conducted as per guidelines and a selection board is formed which maintains fair and transparent mechanism in the process.

The college follows the “Code of Conduct” framed according to the Acts, rules and regulations framed by the State Government from time to time. The college follows service rules and procedure for promotion of teaching and non-teaching staff framed by the Director of Higher Education, Govt. of Assam.

The Principal is the head of administration of the College assisted by the IQAC, Teaching and the non-teaching staff. The students’ council however exists independently for the welfare of the students and is democratically elected by the students themselves.

The IQAC reviews the departmental meetings regularly for smooth functioning of the departments and to ensure academic quality. Adhering to this, all the departments regularly conduct meetings and the minutes are recorded and kept for future reference and to ensure transparency. It is in these departmental meeting important decisions are taken and plans are chalked out for different activities concerning the department. Allotment of classes, distribution of syllabus, departmental routine and internal tests and assignments are discussed in these meetings. During these meetings, various grievances of the students are also discussed in order to find a solution. The discussions and resolutions taken in the departmental meetings are usually conveyed by the Head of the Department to the Principal.

The strategic/perspective plan of the college is evident from the role of IQAC in the context of NAAC assessment. Each department makes a perspective plan to be implemented and followed by the teachers and students.

File Description	Document
Upload Additional information	View Document

6.2.2 Implementation of e-governance in areas of operation

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

Response: A. All of the above

File Description	Document
Upload supporting document	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The college is a provincialised college under state government and all the permanent staffs enjoy equal rights as per the state government policies.

The teaching and non-teaching staffs are availing the New Pension Scheme. Gratuity and leave encashment are availed by the teaching faculties and the administrative staffs at the time of superannuation.

Maternity leave are available for both teaching and non teaching staffs of the institution as per government guidelines. Medical leave are also available both for teaching and non-teaching staffs as per the rule of the state government. Study leave for higher studies by faculty is permitted to pursue Ph.D after availing NOC from the GB. Other leave to teaching and non-teaching are available as per the government rules.

All the permanent teaching and non-teaching staff can avail Personal loan and House building loans as per the bank rules

The performance appraisal system for the teaching staff is as per the guidelines and rules of UGC. All teachers fill up a comprehensive Appraisal Performance Indicator (API) format year wise which is submitted to IQAC. At the time of promotion the Appraisal Performance Indicator (API) format is scrutinized by the subject expert nominated by the Vice Chancellor of the affiliating university and then recommended by the GB for submission to the Director of Higher Education, Govt. of Assam through the Principal. The multi-faceted activities of a teacher are reflected in a consolidated manner in the form of Annual Confidential Report (ACR) for all the teaching faculties and the office staffs which is required to be submitted to higher authorities by the Principal with approval of GB. Administrative staffs are promoted by the Principal of the college according to their experience, subject to approval by Director of Higher Education, Assam.

File Description	Document
Upload Additional information	View Document

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

Response: 0

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

Response: 16.92

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
23	2	5	12	2

6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
23	23	23	23	23

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

As a provincialised college under the Government of Assam, audits are conducted on regular basis. The Finance and Management Cell, IQAC scrutinizes and verifies all the financial transactions of the college and the yearly audits are being done by a registered Chartered Accountant appointed by the Governing Body. The Auditor, along with his team conducts and verifies the various documents relating to sanction and utilization of funds under various schemes. Utilization certificates for various grants received from State Government are provided by the office and submitted to the concerned authorities from time to time.

As the Institution is a provincialised college, the necessary financial Grants are provided by the State Government time to time, which is looked after by the Principal along with the Head of the Office staff for the proper maintenance and utilization of the funds. Apart from the funds funded by the Government, the institution mobilizes funds by taking development fees and miscellaneous fees. The institution also mobilizes funds from the fees taken from the students at the time of admission from APL category students and fees reimbursed by Govt. of Assam under Fee Waiver Scheme for BPL students.

File Description	Document
Upload Additional information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The Internal Quality Assurance Cell (IQAC) of Moinul Hoque Choudhury Memorial Science College was constituted on 21st of September, 2013 as per the guidelines of the NAAC. The goal of the IQAC is to develop a quality system for conscious, consistent, and catalytic programmed action to improve the academic and administrative performance of the college and to promote measures for institutional functioning towards quality enhancement. The IQAC works with the view of all-round development of the College. With this goal in mind, the members assess the progress on a regular basis on the various activities of the departments and other committees formed under IQAC. The college has formed different cells under the IQAC to decentralize the activities so that the evaluation, assessment & accreditation & quality up-gradation of the institution can be achieved.

Attendance Monitoring:

The College always gives importance on the attendance of both the teachers as well as the students. The teacher attendance is done digitally by biometric machine and the students' attendance is done by maintenance of register of attendance in each department.

The maintenance of teacher's attendance helps to monitor and to maintain regularity of teachers attending the college. It helps to check that no classes remain unattended because of teacher's absence. It also helps to calculate total number of leaves and to track down the teacher's total number of working days and hours with much ease. It also helps the teachers to strengthen teacher's work credibility and work history. Maintaining of attendance helps the institution to enhance quality education and to improve work culture among the teachers thus increasing the performance of the students that helps us to bring good results for the institution. It encourages teachers to become competent, sincere and transparent which helps to build up healthy environment in the institution.

Proper maintenance of students attendance is very important as it carries marks/credits in both internal

assessment and practical examinations as per the CBCS syllabus prescribed by the Assam University, Silchar.

Review of monthly departmental meetings:

Monthly departmental meetings are conducted in all the departments of the college where faculty sit together for discussions, exchange of ideas, developing future plans, scheduling internal tests and planning of curriculum, etc. The Head of Department usually conducts meetings highlighting the responsibilities and plans of action that are to be fulfilled in due course. Minutes of the departmental meeting are maintained properly and are submitted to the IQAC. These departmental meetings help the faculty come together to discuss issues, to improve communication and to promote coordination, for a healthy working environment. The IQAC reviews all these meetings and provides suggestions and recommendations as and when needed. The IQAC also forwards the demands of various departments to the Principal for execution.

Some incremental improvements of IQAC for the preceding five years with regard to quality enhancement include- Implementation of CIE system, Feedback from students and teachers, Implementation of ICT, Digitization of teachers' attendance, Installation of ILMS in Library and Implementation of e-governance in the college.

6.5.2 Quality assurance initiatives of the institution include:

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

Response: D. Any 1 of the above

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

Response:

The college is a co-educational one and hence gives special emphasis on gender equity in all matters. Girls and women are provided with a wide range of activities and program choices relevant to their needs and interests. All students, irrespective of gender, get chances to represent the college in various events. The staff members always try to preserve the dignity of a girl or woman. For the safety and security, the college campus is concrete walled and well protected. All of the premises, corridors, library, classrooms, halls and other strategic points of the college are kept under CCTV surveillance. During college hours, the principal and teachers roam about the premises regularly to look for any unlawful activities in the campus. There is a 'Disciplinary Committee' in the college which is vigilant during the college hours to maintain discipline and safety and security of all stakeholders in general and girls and women stakeholders in particular. To facilitate girl students, there is a "Women's Cell" under the care of one female teachers of the college. Girls' Common Room has attached Wash Room and Dressing Room.

For the empowerment of girl students and women and to take care for gender equity in different aspects in the institution, the Women's Cell aims to sensitize the student and teaching community of the college on issues relating to gender discrimination, women's welfare, rights and empowerment. This cell highlights actions and programmes related to gender equity in the allocation of resources, decision making without any discrimination on the basis of gender and for removing any imbalances in the benefits available to males, females and transgender. Besides these, the Women's Cell also focuses on certain health issues related to girls and women. During the last five years the cell has successfully organized various awareness programmes on various issues related to gender, sexual harassment and women's health for the sensitization of students.

With respect to the institutional initiatives to celebrate/organize national and international commemorative days, events and festivals the Cultural Cell, IQAC organized various events almost every year. To mention some such activities- Celebration of Birth Anniversary of Netaji Subhash Chandra Bose, Rabindra Jayanti, Gandhi Jayanti, Death Anniversary of Dr. A.P.J. Abdul Kalam, Teachers Day, Republic Day, Independence Day, World Environment Day, International Yoga Day, Fit India Movement, Har Ghar Tiranga under Rastriya Ekta Diwas, Swachhata Pakhwara, and latest was the celebration of 400th Birth Anniversary of Bir Lachit Barphukan in the year 2022.

File Description	Document
Upload Additional information	View Document

7.1.2 The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Response: C. 2 of the above

File Description	Document
Upload supporting document	View Document

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. Green audit / Environment audit
2. Energy audit
3. Clean and green campus initiatives
4. Beyond the campus environmental promotion activities

Response: B. Any 3 of the above

File Description	Document
Upload supporting document	View Document

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

The college believes in inclusiveness of all the stakeholders and this is manifested clearly by the presence of a peaceful environment in the college. The college from its inception encompassed all, irrespective of caste, creed, religion, state, region, language, community, culture and socioeconomic status. The students of various castes, religion and linguistic groups are admitted in this college. All the students mingle intimately taking the same colour, same hue and shade of the college 'uniform'.

Students of BPL (Below Poverty Line) category or whose father's yearly income is equal to or below Rs. Two lakhs get admitted under Fee Waiver Scheme of the Govt. of Assam. There is no difference between these students and other students in the college. Students from various linguistic communities sit and study together without any differences among them. The beauty of their diversities is vividly seen in the spectrum of varieties of colourful cultural items presented by them in their cultural functions during Annual Cultural Meet and in other programmes in the college.

The college also facilitates students in applying and getting scholarships like- Ishaan Uday Scholarship under UGC, SUHIRD (MLA Scholarship), Post-Matric Scholarship for Minority Students, Govt. of India,

etc.

The college upholds and respects the sentiments of all. Equal importance is given to all celebrations and observations. The college puts up efforts to inculcate the spirit of tolerance to all and harmony with all.

The college, along with imparting education for developing students to higher levels of knowledge and understanding under different programmes, also sensitize and inculcate values, rights, duties and responsibilities of citizens for the shaping of a democratic, civilized, inclusive society of India through various activities in the college. The college functions ensuring justice, liberty, equality to all students and employees and promoting fraternity to maintain unity and integrity of the college as indicated in the preamble for the nation.

'Constitution Day' is observed in the modest way every year on 26th November. The Cultural Cell, IQAC organizes various programmes like deliberation of lectures on the Constitution and on the significance of the day. Similarly on 25th January, National Voters Day is celebrated every year for encouraging students to take part in the democratic and political process.

7.2 Best Practices

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

Response:

Best Practice No: 1

1. Title: Clean and Green initiatives

2. Objectives:

- To keep the campus clean
- To make the campus environment friendly
- To encourage and motivate the staff and students regarding clean and green environment.
- To transform the campus and the surrounding areas into a eco-friendly zone.

3. The Context:

- To reduce the effect of environmental pollution.
- Proper disposal and management of degradable and non-degradable waste.
- Minimize the use of plastics and motivate towards using reusable articles.
- Conserve the natural resources and energy.
- Maintaining a green and clean infrastructure to promote good health.

4. The Practice:

The college takes all measures to ensure the campus is clean and green. The college is working on the

principle of **4Rs: Reduce-Re-use-Re-cycle-Restrict**' to maintain the environment-friendly ambiance.

- For ensuring this ban on single use plastic is imposed and natural/paper based materials are used for serving both in the canteen and in programs held in the campus.
- The institution has the mechanism of regular collection of dry, wet and hazardous garbage and its proper disposal.
- By observing the days related to the environment such as World Environment Day, Earth Day, Soil Day, Biodiversity Day, etc. the college takes the initiative of creating awareness among the students, faculties and society.
- Regular plantation and maintenance of existing gardens is one of the prime activities of the college to improve the environmental quality of the campus.
- The institution also tries to regulate the use of petroleum run vehicles in the campus.
- Eco Club has been constituted, to take care of the campus plantation, garden, and maintenance of biodiversity in the campus and its surroundings.
- Biodiversity Register is maintained to keep record of flora and fauna of the locality.
- Cleanliness drive is performed on regular basis.
- On every 'World Environment Day' plantation of sapling by staff and students is done.

5. Evidence of Success:

- Fencing of the college gardens and plantations has been done to protect the plants.
- Regular weeding and caring of plants is done.
- Biodiversity Register has been prepared and is regularly updated.
- Students take active participation in plantation and cleanliness drive.
- Awareness programmes on environmental issues are organized in the college.

6. Problems Encountered:

- Some of the key challenges identified are higher costs of sustainable building processes and materials.
- Construction process technicalities.
- Inadequate awareness and lack of sustainable product information.

7. Additional Notes:

Biodiversity is essential for sustainable development and human well-being. It underpins the provision of food, fiber and water. It mitigates and provides resilience to climate change and supports human health. It provides jobs in agriculture, fisheries, forestry and many other sectors. Green spaces **improve air quality, reduce noise and enhance biodiversity**. Green spaces also moderate temperatures during hot periods and provide cool and shaded areas.

Best Practice No: 2

1. Title: Decentralization of Responsibilities

2. Objectives:

- To make the administrative and academic works easy and fruitful.

- Proper and efficient decision making.
- Proper implementation of the plans and programs.
- Maintain transparency in administrative works.

3. The Context:

Decentralization in educational institution is very important for proper planning, decision making and fruitful implementation and use of resources of the institution. It helps in developing the leadership skills and involvement of all the stakeholders in the development of the college. It brings a sense of responsibility and accountability to every individual involved in different activities of the college. It also encourages a sense of equality among the members.

4. The Practice:

For smooth functioning of various administrative as well as academic activities, the college is committed to the involvement of all the stakeholders in the academic and administrative affairs various committees have been formed in the college. The different committees and cells formed in the college are-

1. Governing Body
2. Teachers Council
3. Construction Committee
4. Purchase Committee
5. Academic Council
6. Students' Council
7. Eco-Club
8. NSS
9. Red Ribbon Club
10. IQAC
11. Electoral Literacy Club.
12. Finance and Management Cell
13. Admission Cell
14. Examination Cell
15. Disciplinary Cell
16. Library Cell
17. Cultural Cell
18. Sports Cell
19. Institutional Career Guidance and Placement Cell
20. Research and Publication Cell
21. SC/ST/OBC & Minority Cell
22. Anti-Ragging Cell
23. Grievance Mitigation Cell.
24. Alumni Cell
25. IT Cell.

5. Evidence of Success:

Decentralization of responsibilities have been very effective and is showing more beneficial outcome as the members/representatives are turning out to be more proactive with the work and it is making feel that they

are essential to the development and progress of the college.

6. Problem Encountered:

The performance and accountability of various committees/cells are constrained by a number of factors:-

- Limited resources and infrastructure.
- Lack of involvement of some members.
- Inadequate mechanisms of accounting and accountability.

7. Additional Notes:

For making the process of decentralization more effective, training on management, accounting and computing may be arranged for the faculty and staff.

File Description	Document
Best practices as hosted on the Institutional website	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

DEVELOPING LEADERSHIP QUALITY AND SOCIAL RESPONSIBILITY

The college has been the only science stream based institution in this rural vicinity of the district and is successfully spreading the light of science and technology in this region over the last 25 years to all sections of society keeping in view the vision and mission of the college. Along with spreading the knowledge of science, the college is playing a great role in imbuing in character building and enhancing leadership qualities among the students and thus serving the community and the nation as a whole.

The students' governance like the College Student's Council and NSS wings contribute a lot to the welfare of the college by carrying out different activities like organizing of different functions of the college, college annual week, carrying out co-curricular activities of the college. Besides the college activities, the students also carry out different social activities like cleaning drive, environmental awareness, blood donation, flood relief, etc. By giving the students an opportunity to manage different activities on their own but under the guidance of the teachers, they learn to be independent, responsible, developing in them the quality of the leaders which helps them to build their personality and become capable future citizens. We have at present many engineers, doctors, teachers and many other officers who were the product of this college and are serving the society in their different capacities. The College is also proud to have 3 faculty members who are the product of this college. The college being a government provincialised college has always given an opportunity to weaker sections of society with low income

group to take admission, thus facilitating them the right to education. By availing free admission and awarding scholarship to the students of minority group the college is trying to uplift the people of the region and the society as a whole.

The management tries to implement most of the decisions taken in the IQAC meeting with stake holders for the enhancement of quality assurance and sustenance in all areas of academic performance of this institution. Regular meetings are being held among the faculty members in order to discuss the academic, administrative plan and policy and implementation. The college is also organizing excursions, study tours, seminars and workshops on soft skill development, personality development, value education, career guidance and counselling to equip the students the knowledge, skills and attitudes enhancing their creative ability and to prepare them in their future endeavour to become a responsible, effective and productive member of the society. The management inspires the teaching and non-teaching faculty as well as the students for the fulfillment of the vision and mission of the college. The students therefore are not only restricted in the classroom activities but are also exposed to the different co-curricular activities so that they have an all-round personality and skills to make them able to face the world.

File Description	Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

The college was a venture institution since its inception and was provincialised in the year 2013 during which 5 teachers and 12 non-teaching staff got provincialised/regularized by the Govt. of Assam. Later in the year 2021 the second phase of provincialisation was done during which the post of Principal and 12 nos. of teachers were provincialised/regularized by the Govt. of Assam. Still some of the teaching and non-teaching staffs are yet to be provincialised/regularized.

Concluding Remarks :

Moinul Hoque Choudhury Memorial Science College has completed a journey of 25 years and is trying its best in contributing science education in the rural landscapes of Algapur, Hailakandi and also in the nearby region. The college has grown facing many challenges in the past and it still has many problems to overcome in order to make this institution a renowned one in the valley. The college continues to serve the society by providing an opportunity in higher education and will expand further to nurture the young spirits of this region.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.4.1	<p>Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)</p> <p>Answer before DVV Verification : Yes Answer After DVV Verification: Yes</p>																				
2.4.1	<p>Percentage of full-time teachers against sanctioned posts during the last five years</p> <p>2.4.1.1. Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>42</td> <td>42</td> <td>42</td> <td>42</td> <td>42</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>29</td> <td>29</td> <td>29</td> <td>29</td> <td>29</td> </tr> </tbody> </table> <p>Remark : Input edited as per given clarification documents, considering only the sanctioned posts of teaching staff.</p>	2021-22	2020-21	2019-20	2018-19	2017-18	42	42	42	42	42	2021-22	2020-21	2019-20	2018-19	2017-18	29	29	29	29	29
2021-22	2020-21	2019-20	2018-19	2017-18																	
42	42	42	42	42																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
29	29	29	29	29																	
2.4.2	<p>Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)</p> <p>2.4.2.1. Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>2</td> <td>2</td> <td>4</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>10</td> <td>09</td> <td>07</td> <td>05</td> </tr> </tbody> </table> <p>Remark : As per the supporting documents given input should be recommended.</p>	2021-22	2020-21	2019-20	2018-19	2017-18	1	1	2	2	4	2021-22	2020-21	2019-20	2018-19	2017-18	10	10	09	07	05
2021-22	2020-21	2019-20	2018-19	2017-18																	
1	1	2	2	4																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
10	10	09	07	05																	
3.3.1	Number of research papers published per teacher in the Journals notified on UGC care list during																				

the last five years

3.3.1.1. Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
9	13	13	17	12

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
8	11	11	14	11

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs) during the last five years

3.4.3.1. Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
3	2	2	2	2

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
2	0	1	0	2

Remark : Input edited as per given reports of activities, career counseling and guidance program not consider here.

3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Answer before DVV Verification : 3

Answer After DVV Verification :1

4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

4.1.2.1. Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
43.29	7.69	2.13	3.28	0.24

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
42.4477	4.8295	1.5731	2.713	0.15

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
21.33	17.01	23.26	19.43	18.53

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
22.17849	19.8793	23.83294	19.95268	18.62965

5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
394	562	86	178	141

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
386	548	83	178	134

Remark : As per the supporting documents input is edited.

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

5.2.1.1. Number of outgoing students placed and / or progressed to higher education year

wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
11	3	2	1	0

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
11	3	2	1	0

5.2.1.2. Number of outgoing students year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
27	28	8	6	5

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
62	47	13	7	6

Remark : Input edited as per given 2.6.2 metric, considering only the passed students.

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)**5.3.2.1. Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
0	15	45	44	38

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	01	06	05	05

Remark : Event should not be split into activity, input edited accordingly.

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**6.3.3.1. Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs**

during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
26	6	6	12	6

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
23	2	5	12	2

6.3.3.2. Number of non-teaching staff year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
23	23	23	23	23

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
23	23	23	23	23

Remark : Input edited as per given excel sheet.

7.1.2

The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Answer before DVV Verification : C. 2 of the above

Answer After DVV Verification: C. 2 of the above

Remark : Input edited as per given clarification documents.

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

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

Answer before DVV Verification : B. Any 3 of the above

Answer After DVV Verification: B. Any 3 of the above

Remark : Input edited as per given clarification documents.

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of teaching staff / full time teachers during the last five years (Without repeat count): Answer before DVV Verification : 29 Answer after DVV Verification : 33</p>																				
1.2	<p>Number of teaching staff / full time teachers year wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>32</td> <td>32</td> <td>32</td> <td>32</td> <td>33</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>29</td> <td>29</td> <td>29</td> <td>29</td> <td>29</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	32	32	32	32	33	2021-22	2020-21	2019-20	2018-19	2017-18	29	29	29	29	29
2021-22	2020-21	2019-20	2018-19	2017-18																	
32	32	32	32	33																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
29	29	29	29	29																	