



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	MARGHERITA COLLEGE
• Name of the Head of the institution	Dr. Debajit Singha (At present Dr. Atonu Kakoty)
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03751272239
• Mobile No:	9401709323
• Registered e-mail	iqacmrgcollege@gmail.com
• Alternate e-mail	mrgcollege@gmail.com
• Address	Segunbari, P.O. - Margherita, District-Tinsukia
• City/Town	Margherita
• State/UT	Assam
• Pin Code	786181
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	Dibrugarh University				
• Name of the IQAC Coordinator	Mr. Jugen Borah (At present Ms. Yemokhya Fakay)				
• Phone No.	03751272239				
• Alternate phone No.	03751272239				
• Mobile	9101891736				
• IQAC e-mail address	iqacmrgcollege@gmail.com				
• Alternate e-mail address	mrgcollege@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://margheritacollege.in/admin_portal/all_mrgclg_files/iqac_aqar/AQAR_report%202019-20%20N.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://margheritacollege.in/admin_portal/all_mrgclg_files/notice_pdf/acd9444.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	70.65	2004	08/01/2004	07/01/2009
Cycle 2	B	2.65	2015	01/05/2015	30/04/2020
Cycle 3	C	1.84	2021	10/08/2021	09/08/2026
6.Date of Establishment of IQAC	21/02/2006				
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NILL	NILL	NILL	NILL	0	
8.Whether composition of IQAC as per latest NAAC guidelines	Yes				

<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	05
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> • If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
An International webinar was organized by IQAC, Margherita College, on the topic on 'Eastern Philosophy and the West 'on 29th September 2020.	
Self Defence training for girls was conducted at college premises from 1st December, 2020 to 10th December, 2020 by State Level Advisory committee for students and Youth Welfare, Govt. of Assam.	
Cleanliness Drive in and outside the campus was undertaken on 17th December, 2021.	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	

Plan of Action	Achievements/Outcomes
A National Webinar will be organized by the Department of Sociology in the month of July, 2020.	A National Webinar was organized by the Department of Sociology on the topic 'Environmental Sustainability and Prospects of Modern Industrial Design of North Eastern Coalfields in Margherita on 17th July, 2020'.
An International Webinar will be organized by the Department of Political Science in the month of August-September, 2020.	An International webinar was organized by the Department of Political Science on the topic on 'Covid- and Society: Relevance of Yoga and Ayurveda in the present Global Society, on 5th September, 2020.
A Lecture Programme will be organized by the Department of Economics during December, 2020.	An Online Lecture Programme on "New Agricultural Policy was organized by the Department of Economics on 19th December, 2020".
An Awareness Programme on use of Tobacco and its adverse effects will be organized by Women's Studies and Development Cell in the month of January, 2021.	Women Study and Development Cell (WSDC) in collaboration with Indian medical Association, Digboi Branch organized an awareness programme on Tobacco and Related Substances Use and its adverse Effects on 22.01.2021

13. Whether the AQAR was placed before statutory body?	Yes
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- Name of the statutory body

Name	Date of meeting(s)
Governing Body	06/04/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	22/03/2022

15. Multidisciplinary / interdisciplinary

Margherita College evolved at an auspicious moment on 1st September 1978. Since then it has been extending the benefit of inclusive higher education in this region. It has been catering to the higher academic needs of a blatantly diverse population inclusive of multifarious indigenous and ethnic communities. Keeping in mind the changing trajectory in the recent time, the institution has adopted various pragmatic schemes to impart effective education to the learners. Thus, the vision of Margherita College to transform it into the *Center of Excellence* demands novelty of means and modes. The Institution indulges in providing access to quality higher education to the people of the catchment area; to promote research culture among the scholars to develop a more scientific bent of mind; to organize counseling & students orientation programmes for students; It would lead to the development of civic sense, human value, and healthy mind in the students; to transform the college into the nodal centre of sports and prepare students to participate in various college level, inter-college, state, national and international level sports; to produce dynamic, productive, value based and competitive human resources. At present time, the college has been trying to introduce some certificate/Add on courses.

16. Academic bank of credits (ABC):

The institution has not yet registered under the ABC.

17. Skill development:

Margherita College is consistently engaged in translating into action the values, rights, duties and responsibilities of citizens as enshrined in the Constitution of India. The teaching-learning process, examinations, evaluation, admissions, appointments and other academic and non-academic activities of the college attempts to inculcate a sense of duty and responsibility among both the students and the faculties of the college. A variety of activities, involving a large number of students, are conducted to celebrate Voter's Day, Gandhi Jayanti, Constitution Day, Women's Day, Human Rights Day etc. The college involves itself in organizing various activities and takes various measures in order to realize above mentioned values and principles within the campus.

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Maximum students of the college have vernacular background. Classroom lectures of Margherita College is bilingual, as and when required, and study materials are provided both in English and Assamese. Assamese, Bengali and Hindi is offered in all the three streams, B.A., B.Com., B.Sc. as subject of study.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The college follows the curriculum designed by Dibrugarh University.

20.Distance education/online education:

The institution has already two study centers (Under Krishna Kanta Handique State Open University & Dibrugarh University) which are constantly offering their services to a greater number of learners. Yet we do not have any vocational courses till date. Of course, there are lots of possibilities to open such courses if Dibrugarh University permits.

The Institution has given much importance in using ICT while teaching though both the mode of teaching; i.e. chalk & duster & ICT are used by the faculty while delivering their lectures. The College also tries to imbue among the faculty that ICT is must in Teaching & Learning Process.

Extended Profile

1.Programme

1.1	347
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1461
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	410
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Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description	Documents	
Data Template	View File	
2.3	361	
Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	View File	
3.Academic		
3.1	57	
Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2	32	
Number of Sanctioned posts during the year		
File Description	Documents	
Data Template	View File	
4.Institution		
4.1	23	
Total number of Classrooms and Seminar halls		
4.2	2220788	
Total expenditure excluding salary during the year (INR in lakhs)		
4.3	50	
Total number of computers on campus for academic purposes		

Part B**CURRICULAR ASPECTS**

1.1 - Curricular Planning and Implementation

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

Our institution undertakes following measures for effective delivery of the university curriculum at the college level.

- There is a timetable committee which prepares the timetable as per workload for the academic session.
- A comprehensive teaching plan is prepared by every department and teacher at the beginning of each semester which includes the delivery of lectures, tutorials and practical.
- The Principal addresses the newly admitted students in "Induction Program". This program orients the students about: facilities and welfare schemes available, code of conduct and discipline and extra-curricular activities.
- Sessional examinations are conducted periodically and its results are displayed in the departmental notice board and discussed with the students in the class room.
- Periodical meetings of Head of the Departments are held with the Academic Coordinator to take review and discuss the curriculum delivery.
- Assignments, seminars and projects are given to the students under the supervision of the concern faculty members.
- The departments organize study tours, excursions, field projects and industrial visits for students' exposure to practical knowledge.
- Remedial coaching and extra book issue and personal counseling are provided to slow and advanced learners.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

An academic calendar is prepared by a committee headed by Academic Coordinator at the beginning of each semester in line with the Dibrugarh University's calendar consisting of various curricular, extra and co-curricular activities. The calendar is uploaded on college website, displayed on notice boards. All the classes and examinations are planned as per the calendar, thus ensuring complete

adherence.

1. Classes and Lab time-table - The time table is prepared as per the guidelines of the affiliating Dibrugarh University for the number of credit hours for each programme and the academic calendar prior to the start of the semester. Time-table is uploaded on the college portal (ERP) and displayed on notice boards of every department.
2. Internal Examinations- The dates of Internal Examination and Semester end Examinations are mentioned in the academic calendar. Detailed Examination schedule is announced in advance, by the Academic Coordinator & respective HODs.
3. Question Paper Setting- The question papers of internal examination is prepared by concerned faculties and is monitored by head of the department.
4. Exam sheets evaluation- The answer sheets are evaluated as per Dibrugarh University guidelines to ensure transparent and unbiased evaluation.
5. Assignments, Group Discussion and Sudden Test- - In addition to the Sessional Exams, assignments, Group Discussion, classTest are also the part of Continuous Internal Evaluation.
6. University Exams- The tentative dates for university exams are indicated in the academic calendar. The final university exam schedule is also uploaded in the college website.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

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

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

3

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

Being an affiliating college the syllabus is design by the Dibrugarh University. Therefore, we don't design the syllabus. However subjects like political Science, sociology, education, history, economics, english, Assamese etc. have paper related to Gender issues. Further the Institution organise various seminars, talk programs, workshop on Gender Issues.

A compulsory paper on Environmental Studies is being taught at undergraduate level as a part of the syllabus.

All the faculties consistently focus on human values while teaching different topics in their respective Curricula. The topics like Human Rights, Civil Society, Secularism, Welfare Policies etcare included in the curricula of political science, history, sociology, education and literature subjects..

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

1.3.3 - Number of students undertaking project work/field work/ internships

Nil

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

D. Feedback collected

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

550

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

410

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Margherita College assesses the learning levels of the students through various assessment tools like - Sessional Exams, Tests, assignments, presentation, viva-voce exam etc. on regular basis. The College centrally conducts Tests & Sessional Exams. The College

conducts counselling sessions for the advanced learners engaging experts from the various field of activities. Remedial & tutorial classes are also taken by the departments time to time for the slow learners.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1460 (Degree Students)	57

File Description	Documents
Any additional information	No File Uploaded

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

Learning is made more students centric through the combination of old and new methods of teaching.

1. The institution practices various student centric methods, such as experimental learning, participative learning and problem-solving methodologies for enriching learning experiences for the students.
2. In order to motivate the students beyond the scope of theoretical knowledge various participative activities viz., group discussions, projects, field visits, educational tours, departmental seminars, lectures are conducted in the college and the students actively participate in these activities within and outside the college.
3. For Science and many of the Arts programmes integrates the practical works with adequate experimental practices for the students. They sort of assignments provide exposure & participative learning experiences for the students. Moreover, project works, field-works, seminars, excursions, NSS special camps, NCC camps etc. inculcate among the students the practice and habit of participative learning and problem-

solving methodologies.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Faculty members of the college use ICT technology to improve the teaching and learning process. LCD projectors, computer/laptops are used in the classrooms. You- Tube, E- mails, Whats-App group, Zoom and Google classrooms, College website are used as platforms to teach, communicate, provide material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, mentor and share information. These applications are also used to provide online education during the covid-19 situation. In the Covid situations it was not only the choice but also the compulsion of the teachers to learn, adapt and practice the ICT enabled tools. The library of the institution also provides access to computers and online journals. Xeroxing facility is provided in a subsided rate. Syllabus and study materials are also made available on the college website for the students.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

57

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

32

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

22

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

936

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The College has an effective Continuous Internal Evaluation (CIE) System. As per the Dibrugarh University guidelines the College conducts the Internal Assessment. The processes are as follows: a) Seminar/ Group Discussion are conducted & home assignments/ projects are assigned to every student which needs to submit as per the pre-stated directives. Generally both written and oral methods are used to assess the progress/ intelligence of the students. Continuous Internal Evaluation (CIE) System carries marks (20% weightage) as per set by the affiliated University guidelines b) In every Semester two Sessional Examinations are conducted as per University norms. c) The marks of both the Internal Examinations are put up in the Notice Boards of the respective departmental Notice Boards. Class tests / individual & group presentations are also conducted to assess & improve the performances.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

All grievances related to the internal examinations are mostly resolved at the concerned departmental level & on a few occasions by the Examination Conduction Board (ECB). The errors in the marks, attendance, subjects etc. are immediately addressed, corrected and quickly disposed by the concerned department/ Examination Conduction Board of the institution. Each and every members of the concerned

exam boards take due care for the quick disposal of student grievances at their respective quarters. The close and continuous communication is maintained by the board members for speedy disposal of queries, explanations and doubts if any. In case of internal practical tests are concerned, if any student points out any discrepancy viz a viz conduct of the tests, the concerned teachers wholeheartedly show their concern and attention is given to the student grievances.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The College prospectus highlights the vision and mission of the institution which emphasizes on promoting the value education through fully motivated trained faculty members to prepare the students to accept the various challenges. The College has a proper mechanism of communication of the learning outcomes of the Programmes and Courses which are uploaded on the college website. The college prospectus & academic calendar is also made available to the teachers and students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

The college follows the syllabi laid down by the affiliating university (Dibrugarh University) for all its subjects/ courses. The college ensures the completion of the mentioned syllabi through a course & lesson plan designed at the beginning of the every academic session. The Academic coordinator in coordination with the heads of the departments monitors the execution of the assigned syllabus and its timely completion. The Academic Coordinator collects Course

Progress Report during the ongoing session from each departments to evaluate the progress the courses. at the end of the session Course Completion Report is collected from each teaching department to evaluate course completion. if any department is unable to complete the course, extra classes both offline and online classes are taken accordingly. The final outcome of the course is evaluated through the analysis of the results of the students at the end of the every semester examinations.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

320

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://margheritacollege.in/admn_portal/web_files/IOAC_SUPPORTING_Docs/sss%202020-21%20pdf.pdf

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 year (INR in Lakhs)

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

NILL

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

3

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

NILL

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

21

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

1. **NSS Unit of Margherita College donated Blanket to the people affected by flood in 2020.**

1. Ms. Deepashree Das Sarkar and Dr. Amorjit Saikia Donated blanket , clothes, bags in a project initiated by NSS Unit, Margherita college under the name " Used but Useable" on 7th June 2020.
2. Ms. Deepashree Das Sarkar :- Took part as speaker under the programe initiated by Indian Red Cross Society , Margherita sub division in Jagun , Udaipur, Tirapgate areas among barbers and beauticians against Covid 19 infection on 10/06/2020, distributed hygiene kit.
3. Ms. Deepashree Das Sarkar:- Mohan Sharma conducted Facebook live show on the topic " Women empowerment & care for girl child " 12/07/2020. Organized by NGO paradise.
4. Ms. Deepashree Das Sarkar:- 25/06/2020 had a talk with Bangladesh TV <https://youtube/fxpGLBH01ME> - topic Priyo Manushar Sathe Galpo" -Live show.
5. A blood group test programme has been organized by the Dept. Of Anthropology in collaboration with blood donation cell of Margherita college among the college students on 3rd April 2021 under the leadership of Dr. Boby Dutta Saikia. Total 30 students participated in the program & make them sure about their blood groups. Further they are motivated & aware regarding importance of donating blood to the needy people voluntarily. 09 students enrolled as voluntary blood donor.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

02

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - 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 organized in collaboration with industry, community and NGOs) during the year

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

01

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

3.4 - Collaboration

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

NILL

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college is situated at the border region of Assam-Arunachal Pradesh. It has a moderate infrastructure. The institution has a heritage building that has been renovated under RUSA 1.0 fund. It has 19 departments under Arts, Commerce and Science streams. Along with the classrooms, it has science laboratories, a Conference Hall, Common Room and departmental rooms for all the 19 departments. The college has well ICT facilities, playing ground, boxing-hall, cycle parking stand, car-parking zone, one horticultural garden and a flower garden. It has a central library and many departments have their respective departmental libraries. Both traditional and modern methods are being used for teaching-learning process. It has own water-purifying and supplying system and supply sufficient water. It

has a generator of its own & solar-post light for campus lighting. It has an inhouse canteen facility. The college has laboratory facilities. There is also a laboratory for the Department of Education. There is one language laboratory funded by RUSA, Assam under the Equity Initiatives in the year 2018.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

The college is serving at its level in the best way to enhance the aptitude and skill of the student in particular. It has a moderate infrastructure regarding sports facility. The college has deputed a Physical instructor to look after the training of different students pursuing different sports activities. The college has a boxing ring. Different indoor games are conducted during College Week. The physical instructor of the college looks after the physical fitness and practices after the classes are over. The Yoga incharges of the Yoga Cell timely conducts training session and practices for students. Though the college has yet to develop indoor games facility, the students are guided timely to practice them. Inter-college football and cricket zone is a regular feature.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

03

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

23

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

22.2

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The central library of the college satisfies the need of the students and teachers as well. The library has separate teachers and students reading areas supported by internet facilities. Average 40 students and 10 teachers visit the library. It has Soul Software and OPAC facility is made available through Library Management. It has 27,205 textbooks, 1988 reference books, 45 journals, 75000 e-books, 5000 e-journals and 12 nos. of newspapers. Also it has manuscripts that are regarded as worth of the college. It is an active member of INFLIBNET. In a miniature way there is a provision of departmental library in each department. In support of the facilities, each department is provided with some amount to purchase books according to the demand of the syllabus. New arrivals of books and journals are showcased systematically. Security of resources is ensured through a system of checking at the exit point for all resources

borrowed by the users. C.C.T.V. cameras are installed in the library for strict surveillance. The library has well managed system to run the system of borrowing books in a proper order. Each semester has specific day to do the transaction through SOUL System. We have initiated Information Repository/ Digital Library System through D-Space by uploading our own publications etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

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

21969

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

Teachers

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College has BSNL Broad band and BSNL Leased Line connection that is accessible. The main building with the administrative block has a wi-fi network with dynamic and static facility with IP Address: 117.240.166.170 with 8 Mbps speed. The library is on the second floor with its extensive collection of books on every subject is up to date with the most recent publications of magazines and journals. The Central Library has its own dedicated server supported by Online Public Access Catalogue (OPAC) within the college. The newly constructed block has centralized well-furnished classrooms with in-built projector and screen facilities. Projectors and digital podiums with interactive boards are present in some of the rooms which are updated on demand basis for any trouble in the ICT facilities. The Administrative branch has a dedicated server linked by local area network (LAN) with dedicated internet facility. The entire campus remains under CCTV surveillance maintained by AB Solutions, Dibrugarh.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

50

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

11,80,145

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The Institute constitutes a number of committees like the IT infrastructure Committee, Library Committee, Sports Committee, Purchase Committee, stock verification Committee, campus beautification committee etc, which run and supervises the utilization and maintenance of the support facilities of the college.

- **Laboratory:** The Head of the Department enlist the required laboratory equipments to the Principal. He in turn discusses with the purchase Committee and fulfills the requirements after proper verification of stocks.
- **Sports complex:** The physical instructor takes the responsibility of safekeeping of the sports goods/materials.

- **Library:** The library of the college is partially automated. The software are periodically updated and maintained by the Librarian with the help of the outsourced technical person. The printed books, their circulations and the book shelves are maintained by the library staff.
- **Computers:** The associated software are automatically updated and maintained periodically. The Institution constantly upgrades its IT infrastructure as per the requirements, from time to time. For hardware maintenance, a service provider is hired.
- **Classroom and Infrastructure facilities:** The class rooms and the conference halls are painted/ whitewashed annually. The CCTV, Biometric attendance Machines, Electric works, electrical equipments such as pump house, generator rooms, furnitures etc are maintained by hired services as and when required.
- **Campus Cleaning:** Various persons are assigned to maintain the cleanliness of the class rooms and the entire college campus. Both NCC andNSS regularly participates in cleanliness activities in and outside the college campus.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1490

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills
Language and communication skills Life skills
(Yoga, physical fitness, health and hygiene)
ICT/computing skills**

D. 1 of the above

File Description	Documents
Link to institutional website	https://margheritacollege.in/admn_portal/web_files/IQAC_SUPPORTING_DOCS/Observance%20of%20International%20Day%20of%20Yoga%202020.pdf
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

12

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

43

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government

examinations) during the year

4

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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 year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Margherita College has a well defined Student Union to represent the issues of the students and also to provide participation on behalf of them. The general function of the Union is to promote and manage the athletic, social and cultural interests of students and provide a forum for any other activities of the Union. It works for student welfare. The Margherita College Students Union (MCSU) organizes sports and cultural activities like the Annual College Week, Teachers' Day Celebration, Freshers' Social and farewell of outgoing students etc. The MCSU publishes the Annual College Magazine. It has its representation in the following committees of

the institution.

1. Anti-ragging Committee

2. Grievance Redressal Cell

3. Purchase Committee

4. Construction Committee

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

10

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

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

Name of the Alumni Association: Margherita College Alumni Association (MCAA)

Year of Formation: 2002

Registration Status: Registration in Process (A/F)

Margherita College Alumni Association (MCAA) have always cooperated in the activities (academic & non-academic) organized by the / held at college since its formation. Many ex-students have been engaged in the college in different positions and those from outside have also co-operated in different ways whenever required. During the period an amount of Rs. 10000.00 (Ten thousand only) has been received from students as alumni contribution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision of the college is "To build up Margherita College into a Centre Of Excellence".

Empowerment of the generation of the entire locality from Powai to beyond the boundary of Arunachal Pradesh including the tribal areas of Tirap, Ketetong and Vitar Powai and the numerous settlements of tea-tribe communities scattered all over this area of around five hundred square kilometres, with a view to ensuring humane, equitable and continuous improvement of the quality of life around.

File Description	Documents
Paste link for additional information	https://margheritacollege.in/about_us.php
Upload any additional information	No File Uploaded

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

The college has a participative management system with collective decision-making involving the Governing Body, the Principal, the Vice Principal, the Academic Coordinator and the IQAC Coordinator along with a few members with representatives of Teaching, Non-Teaching Staff, Parent - Guardian representative and public representative as well. The College has a mechanism for delegating authority and providing operational autonomy to all the various bodies to function decentralized governance system:

The Governing body delegates the entire academic and non-Academic bodies to monitor their respective functions keeping in view the objective with regard to policies.

Faculty members are entrusted responsibilities at various levels to make participatory management in most effective and efficient manner. They are encouraged to develop leadership skills by being in charge of various academic co-curricular and extra cocurricular activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Teaching and Learning: Effective teaching and learning plays a vital role in growth and development of any academic institution. To adapt with the rapid changes in technology, faculty members are encouraged to attend various workshop, seminar, conference etc. to update their knowledge in their respective fields, thereby transferring knowledge and transforming the minds of students. Extra classes are conducted for slow learners as and when necessary. WhatsApp groups are also

created by the individual subject teachers to share necessary study material to students. Beside this, all the important announcement are also shared with the students via WhatsApp group. In view of COVID related situations, there is a paradigm shift in the way educators deliver quality education through various online platform. Some of the online platforms used so far include Google Meet, Zoom, WebEx and Google classroom. E- learning tools have played a crucial role during pandemic, helping college and teachers facilitate student learning during the closure of universities and colleges.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

- The Governing body, the Principal, Vice Principal, the Academic Coordinator, IQAC Coordinator and the Staff members are involved in designing the policies and procedures, framing guidelines and rules and regulation pertaining to admission, discipline, grievance, counselling, training development and library services etc. and effectively implementing the same to ensure smooth and systematic functioning of the institute.
- The Institute has Service and Recruitment Rules as per the norms of the Government of Assam and UGC guidelines as well.
- Promotion Rules are as per the norms of UGC and Government of Assam.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in Administration Finance and A. All of the above

Accounts Student Admission and Support Examination

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

For Teaching Staff: Margherita College Teacher's Benefit Fund (MCTBF)

For Non-teaching Staff: Margherita College Non- Teaching Employees Benefit Fund

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

NIL

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

NIL

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

07

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The accountability and involvement of teaching and non - teaching staff are assessed by the components 1. Task Execution 2. Skill upgradation 3. Higher Studies 4. Work Discipline & Maintenance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institute has a mechanism for internal and external audit to know the actual financial position of the institution for each and every financial year. The Principal of the college as a financial manager plays a significant role for the financial management and resource mobilization of the college. College has its own internal audit mechanism where internal audit is an ongoing continuous process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

NIL

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The annual budget is prepared according to the need and requirements of the departments taking into consideration the annual intake of students, laboratory and infrastructure development, students, faculty & staff requirements and promotions and latest technologies etc. The college obtains proposals from the concerned departments regarding expenditure in an academic year, which is matched with the projected income for an academic year and is consolidated by the Principal of the College.. After the approval, the departments can avail the financial resources within the given limit. Purchases are made with the recommendations of duly constituted purchase committee. If any expenditure is made beyond budget sanctioned, it gets ratified in a special meeting.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

As an IQAC quality initiative, all the departments were suggested to initiate Research Proposal and consequently submit to the funding agencies for procuring Govt. fund as well as begin Industry-Institute partnership through MoU signing.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

1. To have an effective teaching-learning process during the pandemic through virtual mode, IQAC has taken initiative such that all the students are provided with class notes as per the Class Schedule, after the on-line mode of teaching is over through Google Meet.

2. IQAC suggested for Academic-Administrative Audits for all the departments to be made mandatory for overall improvement of teaching-learning process at large.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The courses offered by the College in Social Science disciplines like Political Science, Sociology etc have a component of gender studies, which are taught by teachers who have specializations in their particular disciplines.

The Margherita College is dedicated towards creating a gender inclusive campus through various programmes, organized by the Women Studies and Development Cell (WSDC), Sexual Harassment Prevention and Empowerment Cell and other College societies. These programmes address self-defence, reproductive and mental health issues of women and the significant roles they can play in different spheres of society.

Over the years, the proportion of women in the teaching faculty has improved to almost 50 percent. Moreover, the specific programmes for the promotion of gender equity by the institution during the year is mentioned below:

1. Self Defence Training for Girls was conducted at college premises from 1.12.2020 to 10.12.2020 by State Level Advisory committee for students and Youth Welfare, Govt. of Assam. Studentparticipants= 120 Trainers were Mr. Anjan Chetia DU, Mr. Abhijit Saikia, Mariani.
2. International Women Day was celebrated at the initiation of WSDC on 8.3.2021. At the occasion a lecture was delivered by Dr. Debajit Singha, Principal, Dr. Deba Bora, Vice Principal, Mrs. Chitra Borgohain & Dr. Kasturi Nath. All of them have delivered lectures on the theme, International Women day 2021,

"Choose to Challenge". The wall magazine of the Cell, Ananya, 14th volume was unfurled.

3. A Lecture Programme on Empowerment of Girl Child (Facebook Page) was conducted on 17.07.2020.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://margheritacollege.in/admn_portal/web_files/IOAC_SUPPORTING_DOCS/7.1.1.%20Gender%20Specific%20Activities.docx

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Margherita College has installed dustbins for the management of solid waste in various places within the campus. The photographs have been attached herewith.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

B. Any 3 of the above

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen

C. Any 2 of the above

5.

reading

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

In pursuit of its vision and mission, Margherita College recognizes, values and takes into account the differences in people's backgrounds, experiences, knowledge, needs and skills to create a cohesive community and effective workforce. Diversity includes keeping an open mind to diversities among cultures, languages and

socio-economic environments. Keeping a view on this, the classroom lectures of Margherita College is bilingual, as and when required, and study materials are provided both in English and Assamese. Assamese, Bengali and Hindi is offered as a course in all the three streams, B.A., B.Com., B.Sc. Margherita College follows the rules and regulations related to socio-economic categories inclusion in its admission process.

Adhering to the national value of inclusive India, the College has established a Tribal Study Centre to associate with the diverse tribal communities of the vicinity.

Margherita College inculcates tolerance, communal harmony and inclusivity among the students and staff by celebrating national and international commemorative days, events and festivals.

Some photographs of the activities and measures mentioned above are attached.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Margherita College is consistently engaged in translating into action the values, rights, duties and responsibilities of citizens as enshrined in the Constitution of India. The teaching-learning process, examinations, evaluation, admissions, appointments and other academic and non-academic activities of the college attempts to inculcate a sense of duty and responsibility among both the students and the faculties of the college. The college follows a no-tolerance principle towards ragging making it a ragging free campus.

The students of the college awarded certificates and trophies for participating different events and competitions held during 27.10.20 to 2.11.2020 organized by IOCL (AOD), Digboi as a part of Vigilance Awareness Week 2020 in line with the Central Vigilance Commission.

A variety of activities, involving a large number of students, are

conducted to celebrate Voter's Day, Gandhi Jayanti, Constitution Day, Women's Day, Human Rights Day etc. The college involves itself in organizing various activities and takes various measures in order to realise above mentioned values and principles within the campus.

Some photographs of the activities and measures mentioned above are attached.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff C. Any 2 of the above

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Margherita College celebrates the days with National and International importance and values. Some of them are mentioned below:

1. Celebrate NSS Day on 24.09.2020. Number of participants - Male - 11 and Female -13
2. Constitution Day was organised at Margherita College on 26th November, 2020.
3. Dept. Of Political Science, Margherita organized World Human Rights Day on 10th December 2020 on the theme 'Recover Better Stand up for Human Rights'. Total participants= students= Teacher participants= Resource persons were Dr. Seema Roy Kurmi and Mrs. Deepasree Das Sarkar.
4. Netaji Subash Chandra Bose's Birth Anniversary was celebrated on 23.01.21 at college premises organized by Dept. of Bengali, Margherita College. Resource Person was Dr. Seema Roy Kurmi delivered a speech on the occasion.
5. On 25.01.21 National Voters' Day was organized at the college premises by District Election Margherita. Total participants around 300 and Teacher Participants - 10
6. On 26.1.21 Republic Day was celebrated at the college premises. All the teaching and non-teaching staff was present in the programme.
7. International Women Day was celebrated at the initiation of WSDC on 8.3.2021. At the occasion a lecture was delivered by Dr. Debajit Singha, Principal, Dr. Deba Bora, Vice Principal, Mrs. Chitra Borgohain & Dr. Kasturi Nath. All of them have delivered lectures on the theme, International Women day 2021, "Choose to Challenge". The wall magazine of the Cell, Ananya, 14th volume was unfurled.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

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

Programmes on Environmental Sustainability

Goal: To meet the present societal needs without compromising the ability of future generations to meet their needs.

Context: Margherita College tries to inculcate responsibility among its students towards the protection and preservation of a healthy natural environment.

Practice:

- World Environment Day, observed at Margherita College on 5.6.2020.
- Workshop on Écobrick organized by NSS, Margherita College on 19.12.2020.
- NSS initiated Cleanliness Drive on 17.02.21.
- An Awareness programme, "Health & Fitness", organized by the Zoology Department on World Health Day, 7th April 2021.

Evidence of Success: Students engage themselves into the cleanliness drives of the campus and the neighbouring areas of the college. Tree plantation drives inside and outside the campus by students.

Improving Teaching - Learning

Goal

- Ensuring completion of syllabus according to the academic planner.
- Encourage the teachers to adapt ICT.

The context

- The present teaching environment expects the teachers to use a variety of technology-based tools.

The practice

- Frequent assignments, tests and evaluation are conducted.
- Some departments have the necessary tools for handling the class room teaching with ICT.

Evidence of Success

- Many faculties adopted modern pedagogic styles and ICT in their classes.
- Notes are uploaded on the college website.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Margherita College in the Tinsukia District of Assam, affiliated to Dibrugarh University. The mission of the College is the empowerment of the locality which extends to the boundary of Arunachal Pradesh including the tribal areas of Tirap, Ketetong and Vitar Powai etc. Apart from engaging in teaching and learning at the institution, the college also engages with the local communities to create awareness on various matters.

Under the Social responsibility, it organizes career counselling for students in the locality. The college also attempts to conduct the co-curricular activities where the NSS (National Social Service) cell also plays an active role towards this.

The various academic and non-academic programmes to enrich both the students and the faculties of the institution during the period of 2020-2021 are as follows:

1. World Environment Day is observed at Margherita college premises on 5.6.2020 at the initiation of SDO (Civil) and District Sports Association in coordination with NSS.
2. Workshop on Ecobrick & its Importance organized by NSS, Margherita College on 19.12.2020 at conference Hall on the theme Protect Environment by Not Using Plastics.
3. NSS initiated a Cleanliness Drive inside & outside the college campus on 17.02.21. as a regular practice.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Our institution undertakes following measures for effective delivery of the university curriculum at the college level.

- There is a timetable committee which prepares the timetable as per workload for the academic session.
- A comprehensive teaching plan is prepared by every department and teacher at the beginning of each semester which includes the delivery of lectures, tutorials and practical.
- The Principal addresses the newly admitted students in "Induction Program". This program orients the students about: facilities and welfare schemes available, code of conduct and discipline and extra-curricular activities.
- Sessional examinations are conducted periodically and its results are displayed in the departmental notice board and discussed with the students in the class room.
- Periodical meetings of Head of the Departments are held with the Academic Coordinator to take review and discuss the curriculum delivery.
- Assignments, seminars and projects are given to the students under the supervision of the concern faculty members.
- The departments organize study tours, excursions, field projects and industrial visits for students' exposure to practical knowledge.
- Remedial coaching and extra book issue and personal counseling are provided to slow and advanced learners.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

An academic calendar is prepared by a committee headed by Academic Coordinator at the beginning of each semester in line with the Dibrugarh University's calendar consisting of various curricular, extra and co-curricular activities. The calendar is uploaded on college website, displayed on notice boards. All the classes and examinations are planned as per the calendar, thus ensuring complete adherence.

1. Classes and Lab time-table - The time table is prepared as per the guidelines of the affiliating Dibrugarh University for the number of credit hours for each programme and the academic calendar prior to the start of the semester. Time-table is uploaded on the college portal (ERP) and displayed on notice boards of every department.
2. Internal Examinations- The dates of Internal Examination and Semester end Examinations are mentioned in the academic calendar. Detailed Examination schedule is announced in advance, by the Academic Coordinator & respective HODs.
3. Question Paper Setting- The question papers of internal examination is prepared by concerned faculties and is monitored by head of the department.
4. Exam sheets evaluation- The answer sheets are evaluated as per Dibrugarh University guidelines to ensure transparent and unbiased evaluation.
5. Assignments, Group Discussion and Sudden Test- - In addition to the Sessional Exams, assignments, Group Discussion, classTest are also the part of Continuous Internal Evaluation.
6. University Exams- The tentative dates for university exams are indicated in the academic calendar. The final university exam schedule is also uploaded in the college website.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating

C. Any 2 of the above

University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

3

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

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

Being an affiliating college the syllabus is design by the Dibrugarh University. Therefore, we don't design the syllabus. However subjects like political Science, sociology, education, history, economics, english, Assamese etc. have paper related to Gender issues. Further the Institution organise various seminars, talk programs, workshop on Gender Issues.

A compulsory paper on Environmental Studies is being taught at undergraduate level as a part of the syllabus.

All the faculties consistently focus on human values while teaching different topics in their respective Curricula. The topics like Human Rights, Civil Society, Secularism, Welfare Policies etcare included in the curricula of political science, history, sociology, education and literature subjects..

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

1.3.3 - Number of students undertaking project work/field work/ internships

Nil

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

D. Feedback collected

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

550

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

410

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Margherita College assesses the learning levels of the students through various assessment tools like - Sessional Exams, Tests, assignments, presentation, viva-voce exam etc. on regular basis. The College centrally conducts Tests & Sessional Exams. The College conducts counselling sessions for the advanced learners engaging experts from the various field of activities. Remedial & tutorial classes are also taken by the departments time to time for the slow learners.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1460 (Degree Students)	57

File Description	Documents
Any additional information	No File Uploaded

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

Learning is made more students centric through the combination of old and new methods of teaching.

1. The institution practices various student centric methods, such as experimental learning, participative learning and problem-solving methodologies for enriching learning

experiences for the students.

2. In order to motivate the students beyond the scope of theoretical knowledge various participative activities viz., group discussions, projects, field visits, educational tours, departmental seminars, lectures are conducted in the college and the students actively participate in these activities within and outside the college.
3. For Science and many of the Arts programmes integrates the practical works with adequate experimental practices for the students. They sort of assignments provide exposure & participative learning experiences for the students. Moreover, project works, field-works, seminars, excursions, NSS special camps, NCC camps etc. inculcate among the students the practice and habit of participative learning and problem-solving methodologies.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Faculty members of the college use ICT technology to improve the teaching and learning process. LCD projectors, computer/laptops are used in the classrooms. You- Tube, E- mails, Whats-App group, Zoom and Google classrooms, College website are used as platforms to teach, communicate, provide material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, mentor and share information. These applications are also used to provide online education during the covid-19 situation. In the Covid situations it was not only the choice but also the compulsion of the teachers to learn, adapt and practice the ICT enabled tools. The library of the institution also provides access to computers and online journals. Xeroxing facility is provided in a subsidized rate. Syllabus and study materials are also made available on the college website for the students.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

57

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

32

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

22	
File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

936

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The College has an effective Continuous Internal Evaluation (CIE) System. As per the Dibrugarh University guidelines the College conducts the Internal Assessment. The processes are as follows: a) Seminar/ Group Discussion are conducted & home assignments/ projects are assigned to every student which needs to submit as per the pre-stated directives. Generally both written and oral methods are used to assess the progress/ intelligence of the students. Continuous Internal Evaluation (CIE) System carries marks (20% weightage) as per set by the affiliated University guidelines b) In every Semester two Sessional Examinations are conducted as per University norms. c) The marks of both the Internal Examinations are put up in the Notice Boards of the respective departmental Notice Boards. Class tests / individual & group presentations are also conducted to assess & improve the performances.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

All grievances related to the internal examinations are mostly resolved at the concerned departmental level & on a few occasions by the Examination Conduction Board (ECB). The errors in the marks, attendance, subjects etc. are immediately addressed, corrected and quickly disposed by the concerned department/ Examination Conduction Board of the institution. Each and every members of the concerned exam boards take due care for the quick disposal of student grievances at their respective quarters. The close and continuous communication is maintained by the board members for speedy disposal of queries, explanations and doubts if any. In case of internal practical tests are concerned, if any student points out any discrepancy viz a viz conduct of the tests, the concerned teachers wholeheartedly show their concern and attention is given to the student grievances.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The College prospectus highlights the vision and mission of the institution which emphasizes on promoting the value education through fully motivated trained faculty members to prepare the students to accept the various challenges. The College has a proper mechanism of communication of the learning outcomes of the Programmes and Courses which are uploaded on the college website. The college prospectus & academic calendar is also made available to the teachers and students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

The college follows the syllabi laid down by the affiliating university (Dibrugarh University) for all its subjects/ courses. The college ensures the completion of the mentioned syllabi through a course & lesson plan designed at the beginning of the every academic session. The Academic coordinator in coordination with the heads of the departments monitors the execution of the assigned syllabus and its timely completion. The Academic Coordinator collects Course Progress Report during the ongoing session from each departments to evaluate the progress the courses. at the end of the session Course Completion Report is collected from each teaching department to evaluate course completion. if any department is unable to complete the course, extra classes both offline and online classes are taken accordingly. The final outcome of the course is evaluated through the analysis of the results of the students at the end of the every semester examinations.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

320

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://margheritacollege.in/admn_portal/web_files/IOAC_SUPPORTING_DOCS/sss%202020-21%20pdf.pdf

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 year (INR in Lakhs)

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

NILL

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

3

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

NILL

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

21

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

1. NSS Unit of Margherita College donated Blanket to the people affected by flood in 2020.
1. Ms. Deepashree Das Sarkar and Dr. Amorjit Saikia Donated blanket , clothes, bags in a project initiated by NSS Unit, Margherita college under the name " Used but Useable" on 7th June 2020.
2. Ms. Deepashree Das Sarkar :- Took part as speaker under the programe initiated by Indian Red Cross Society , Margherita sub division in Jagun , Udaipur, Tirapgate areas among barbers and beauticians against Covid 19 infection on 10/06/2020, distributed hygiene kit.
3. Ms. Deepashree Das Sarkar:- Mohan Sharma conducted Facebook live show on the topic " Women empowerment & care for girl child " 12/07/2020. Organized by NGO paradise.
4. Ms. Deepashree Das Sarkar:- 25/06/2020 had a talk with Bangladesh TV <https://youtube/afxpGLBH0lME> - topic Priyo Manushar Sathe Galpo" -Live show.
5. A blood group test programme has been organized by the Dept. Of Anthropology in collaboration with blood donation cell of Margherita college among the college students on 3rd April 2021 under the leadership of Dr. Boby Dutta Saikia. Total 30 students participated in the program & make them sure about their blood groups. Further they are motivated & aware regarding importance of donating blood to the needy people voluntarily. 09 students enrolled as voluntary blood donor.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

02

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - 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 organized in collaboration with industry, community and NGOs) during the year

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

01

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

3.4 - Collaboration

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

NILL

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college is situated at the border region of Assam-Arunachal Pradesh. It has a moderate infrastructure. The institution has a heritage building that has been renovated under RUSA 1.0 fund. It has 19 departments under Arts, Commerce and Science streams. Along with the classrooms, it has science laboratories, a Conference Hall, Common Room and departmental rooms for all the 19 departments. The college has well ICT facilities, playing ground, boxing-hall, cycle parking stand, car-parking zone, one horticultural garden and a flower garden. It has a central library and many departments have their respective departmental libraries. Both traditional and modern methods are being used for teaching-learning process. It has own water-purifying and supplying system and supply sufficient water. It has a generator of its own & solar-post light for campus lighting. It has an inhouse canteen facility. The college has laboratory facilities. There is also a laboratory for the Department of Education. There is one language laboratory funded by RUSA, Assam under the Equity Initiatives in the year 2018.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

The college is serving at its level in the best way to enhance the aptitude and skill of the student in particular. It has a moderate infrastructure regarding sports facility. The college has deputed a Physical instructor to look after the training of different students pursuing different sports activities. The college has a boxing ring. Different indoor games are conducted during College Week. The physical instructor of the college looks after the physical fitness and practices after the classes are over. The Yoga incharges of the Yoga Cell timely conducts training session and practices for students. Though the college has yet to develop indoor games facility, the students are guided timely to practice them. Inter-college football and cricket zone is a regular feature.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

03

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

23

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

22.2

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The central library of the college satisfies the need of the students and teachers as well. The library has separate teachers and students reading areas supported by internet facilities. Average 40 students and 10 teachers visit the library. It has Soul Software and OPAC facility is made available through Library Management. It has 27,205 textbooks, 1988 reference books, 45 journals, 75000 e-books, 5000 e-journals and 12 nos. of newspapers. Also it has manuscripts that are regarded as worth of the college. It is an active member of INFLIBNET. In a miniature way there is a provision of departmental library in each department. In support of the facilities, each department is provided with some amount to purchase books according to the demand of the syllabus. New arrivals of books and journals are showcased systematically. Security of resources is ensured through a system of checking at the exit point for all resources borrowed by the users. C.C.T.V. cameras are installed in the library for strict surveillance. The library has well managed system to run the system of borrowing books in a proper order. Each semester has specific day to do the transaction through SOUL System. We have initiated Information Repository/ Digital Library System through D-Space by uploading our own publications etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for

C. Any 2 of the above

the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

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

21969

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

Teachers

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College has BSNL Broad band and BSNL Leased Line connection that is accessible. The main building with the administrative block has a wi-fi network with dynamic and static facility with IP Address: 117.240.166.170 with 8 Mbps speed. The library is on the second floor with its extensive collection of books on every subject is up to date with the most recent publications of magazines and journals. The Central Library has its own dedicated server supported by Online Public Access Catalogue (OPAC) within the college. The newly constructed block has centralized well-furnished classrooms with in-built projector and screen facilities. Projectors and digital podiums with interactive boards are present in some of the rooms which are updated on demand basis for any trouble in the ICT facilities. The Administrative branch has a dedicated server linked by local area network (LAN) with dedicated internet facility. The entire campus remains under CCTV surveillance maintained by AB Solutions, Dibrugarh.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

50

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

11,80,145

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The Institute constitutes a number of committees like the IT infrastructure Committee, Library Committee, Sports Committee, Purchase Committee, stock verification Committee, campus beautification committee etc, which run and supervises the utilization and maintenance of the support facilities of the college.

- **Laboratory:** The Head of the Department enlist the required laboratory equipments to the Principal. He in turn discusses with the purchase Committee and fulfills the requirements after proper verification of stocks.
- **Sports complex:** The physical instructor takes the responsibility of safekeeping of the sports goods/materials.
- **Library:** The library of the college is partially automated. The software are periodically updated and maintained by the Librarian with the help of the outsourced technical person. The printed books, their circulations and the book shelves are maintained by the library staff.
- **Computers:** The associated software are automatically updated and maintained periodically. The Institution constantly upgrades its IT infrastructure as per the requirements, from time to time. For hardware maintenance, a service provider is hired.

- **Classroom and Infrastructure facilities:** The class rooms and the conference halls are painted/ whitewashed annually. The CCTV, Biometric attendance Machines, Electric works, electrical equipments such as pump house, generator rooms, furnitures etc are maintained by hired services as and when required.
- **Campus Cleaning:** Various persons are assigned to maintain the cleanliness of the class rooms and the entire college campus. Both NCC andNSS regularly participates in cleanliness activities in and outside the college campus.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1490

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	D. 1 of the above
File Description	Documents
Link to institutional website	https://margheritacollege.in/admn_portal/web_files/IOAC_SUPPORTING_DOCS/Observance%20of%20International%20Day%20of%20Yoga%202020.pdf
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
12	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

43

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

4

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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 year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Margherita College has a well defined Student Union to represent the issues of the students and also to provide participation on behalf of them. The general function of the Union is to promote and manage the athletic, social and cultural interests of students and provide a forum for any other activities of the Union. It works for student welfare. The Margherita College Students Union (MCSU) organizes sports and cultural activities like the Annual College Week, Teachers' Day Celebration, Freshers' Social and farewell of outgoing students etc. The MCSU publishes the Annual College Magazine. It has its representation in the following committees of the institution.

1. Anti-ragging Committee
2. Grievance Redressal Cell
3. Purchase Committee
4. Construction Committee

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

10

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

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

Name of the Alumni Association: Margherita College Alumni Association (MCAA)

Year of Formation: 2002

Registration Status: Registration in Process (A/F)

Margherita College Alumni Association (MCAA) have always cooperated in the activities (academic & non-academic) organized by the / held at college since its formation. Many ex-students have been engaged in the college in different positions and those from outside have also co-operated in different ways whenever required. During the period an amount of Rs. 10000.00 (Ten thousand only) has been received from students as alumni contribution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision of the college is "To build up Margherita College into a Centre Of Excellence".

Empowerment of the generation of the entire locality from Powai to beyond the boundary of Arunachal Pradesh including the tribal areas of Tirap, Ketetong and Vitar Powai and the numerous settlements of tea-tribe communities scattered all over this area of around five hundred square kilometres, with a view to ensuring humane, equitable and continuous improvement of the quality of life around.

File Description	Documents
Paste link for additional information	https://margheritacollege.in/about_us.php
Upload any additional information	No File Uploaded

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

The college has a participative management system with collective decision-making involving the Governing Body, the Principal, the Vice Principal, the Academic Coordinator and the IQAC Coordinator along with a few members with representatives of Teaching, Non-Teaching Staff, Parent - Guardian representative and public

representative as well. The College has a mechanism for delegating authority and providing operational autonomy to all the various bodies to function decentralized governance system:

The Governing body delegates the entire academic and non-Academic bodies to monitor their respective functions keeping in view the objective with regard to policies.

Faculty members are entrusted responsibilities at various levels to make participatory management in most effective and efficient manner. They are encouraged to develop leadership skills by being in charge of various academic co-curricular and extra cocurricular activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Teaching and Learning: Effective teaching and learning plays a vital role in growth and development of any academic institution. To adapt with the rapid changes in technology, faculty members are encouraged to attend various workshop, seminar, conference etc. to update their knowledge in their respective fields, thereby transferring knowledge and transforming the minds of students. Extra classes are conducted for slow learners as and when necessary. WhatsApp groups are also created by the individual subject teachers to share necessary study material to students. Beside this, all the important announcement are also shared with the students via WhatsApp group. In view of COVID related situations, there is a paradigm shift in the way educators deliver quality education through various online platform. Some of the online platforms used so far include Google Meet, Zoom, WebEx and Google classroom. E- learning tools have played a crucial role during pandemic, helping college and teachers facilitate student learning during the closure of universities and colleges.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

- The Governing body, the Principal, Vice Principal, the Academic Coordinator, IQAC Coordinator and the Staff members are involved in designing the policies and procedures, framing guidelines and rules and regulation pertaining to admission, discipline, grievance, counselling, training development and library services etc. and effectively implementing the same to ensure smooth and systematic functioning of the institute.
- The Institute has Service and Recruitment Rules as per the norms of the Government of Assam and UGC guidelines as well.
- Promotion Rules are as per the norms of UGC and Government of Assam.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

For Teaching Staff: Margherita College Teacher's Benefit Fund (MCTBF)

For Non-teaching Staff: Margherita College Non- Teaching Employees Benefit Fund

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

NIL

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**NIL**

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year****07**

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The accountability and involvement of teaching and non - teaching staff are assessed by the components 1. Task Execution 2. Skill upgradation 3. Higher Studies 4. Work Discipline & Maintenance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institute has a mechanism for internal and external audit to know the actual financial position of the institution for each and every financial year. The Principal of the college as a financial manager plays a significant role for the financial management and resource mobilization of the college. College has its own internal audit mechanism where internal audit is an ongoing continuous process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

NIL

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The annual budget is prepared according to the need and requirements of the departments taking into consideration the annual intake of students, laboratory and infrastructure development, students, faculty & staff requirements and promotions and latest technologies etc. The college obtains proposals from the concerned departments regarding expenditure in an academic year, which is matched with the projected income for an academic year and is consolidated by the Principal of the College.. After the approval, the departments can avail the financial resources within the given limit. Purchases are made with the recommendations of duly constituted purchase committee. If any expenditure is made beyond budget sanctioned, it gets ratified in a special meeting.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

As an IQAC quality initiative, all the departments were suggested to initiate Research Proposal and consequently submit to the funding agencies for procuring Govt. fund as well as begin Industry-Institute partnership through MoU signing.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

1. To have an effective teaching-learning process during the pandemic through virtual mode, IQAC has taken initiative such that all the students are provided with class notes as per the Class Schedule, after the on-line mode of teaching is over through Google Meet.

2. IQAC suggested for Academic-Administrative Audits for all the departments to be made mandatory for overall improvement of teaching-learning process at large.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The courses offered by the College in Social Science disciplines like Political Science, Sociology etc have a component of gender studies, which are taught by teachers who have specializations in their particular disciplines.

The Margherita College is dedicated towards creating a gender inclusive campus through various programmes, organized by the Women Studies and Development Cell (WSDC), Sexual Harassment Prevention and Empowerment Cell and other College societies. These programmes address self-defence, reproductive and mental health issues of women and the significant roles they can play in different spheres of society.

Over the years, the proportion of women in the teaching faculty has improved to almost 50 percent. Moreover, the specific programmes for the promotion of gender equity by the institution during the year is mentioned below:

1. Self Defence Training for Girls was conducted at college premises from 1.12.2020 to 10.12.2020 by State Level Advisory committee for students and Youth Welfare, Govt. of Assam. Studentparticipants= 120 Trainers were Mr. Anjan Chetia DU, Mr. Abhijit Saikia, Mariani.
2. International Women Day was celebrated at the initiation of WSDC on 8.3.2021. At the occasion a lecture was delivered by Dr. Debajit Singha, Principal, Dr. Deba Bora, Vice Principal, Mrs. Chitra Borgohain & Dr. Kasturi Nath. All of them have delivered lectures on the theme, International

Women day 2021, "Choose to Challenge". The wall magazine of the Cell, Ananya, 14th volume was unfurled.

3. A Lecture Programme on Empowerment of Girl Child (Facebook Page) was conducted on 17.07.2020.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://margheritacollege.in/admn_portal/web_files/IQAC_SUPPORTING_DOCS/7.1.1.%20Gender%20Specific%20Activities.docx

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Margherita College has installed dustbins for the management of solid waste in various places within the campus. The photographs have been attached herewith.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	D. Any 1 of the above
File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	View File
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants 	B. Any 3 of the above
File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	View File
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment</p> <p>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	C. Any 2 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

<p>7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).</p> <p>In pursuit of its vision and mission, Margherita College recognizes, values and takes into account the differences in people's backgrounds, experiences, knowledge, needs and skills to create a cohesive community and effective workforce. Diversity includes keeping an open mind to diversities among cultures,</p>

languages and socio-economic environments. Keeping a view on this, the classroom lectures of Margherita College is bilingual, as and when required, and study materials are provided both in English and Assamese. Assamese, Bengali and Hindi is offered as a course in all the three streams, B.A., B.Com., B.Sc. Margherita College follows the rules and regulations related to socio-economic categories inclusion in its admission process.

Adhering to the national value of inclusive India, the College has established a Tribal Study Centre to associate with the diverse tribal communities of the vicinity.

Margherita College inculcates tolerance, communal harmony and inclusivity among the students and staff by celebrating national and international commemorative days, events and festivals.

Some photographs of the activities and measures mentioned above are attached.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Margherita College is consistently engaged in translating into action the values, rights, duties and responsibilities of citizens as enshrined in the Constitution of India. The teaching-learning process, examinations, evaluation, admissions, appointments and other academic and non-academic activities of the college attempts to inculcate a sense of duty and responsibility among both the students and the faculties of the college. The college follows a no-tolerance principle towards ragging making it a ragging free campus.

The students of the college awarded certificates and trophies for participating different events and competitions held during 27.10.20 to 2.11.2020 organized by IOCL (AOD), Digboi as a part of Vigilance Awareness Week 2020 in line with the Central Vigilance Commission.

A variety of activities, involving a large number of students, are conducted to celebrate Voter's Day, Gandhi Jayanti, Constitution Day, Women's Day, Human Rights Day etc. The college involves itself in organizing various activities and takes various measures in order to realise above mentioned values and principles within the campus.

Some photographs of the activities and measures mentioned above are attached.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Margherita College celebrates the days with National and International importance and values. Some of them are mentioned below:

1. Celebrate NSS Day on 24.09.2020. Number of participants - Male - 11 and Female -13
2. Constitution Day was organised at Margherita College on 26th November, 2020.
3. Dept. Of Political Science, Margherita organized World Human Rights Day on 10th December 2020 on the theme 'Recover Better Stand up for Human Rights'. Total participants= students= Teacher participants= Resource persons were Dr. Seema Roy Kurmi and Mrs. Deepasree Das Sarkar.
4. Netaji Subash Chandra Bose's Birth Anniversary was celebrated on 23.01.21 at college premises organized by Dept. of Bengali, Margherita College. Resource Person was Dr. Seema Roy Kurmi delivered a speech on the occasion.
5. On 25.01.21 National Voters' Day was organized at the college premises by District Election Margherita. Total participants around 300 and Teacher Participants - 10
6. On 26.1.21 Republic Day was celebrated at the college premises. All the teaching and non-teaching staff was present in the programme.
7. International Women Day was celebrated at the initiation of WSDC on 8.3.2021. At the occasion a lecture was delivered by Dr. Debajit Singha, Principal, Dr. Deba Bora, Vice Principal, Mrs. Chitra Borgohain & Dr. Kasturi Nath. All of them have delivered lectures on the theme, International Women day 2021, "Choose to Challenge". The wall magazine of the Cell, Ananya, 14th volume was unfurled.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

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

Programmes on Environmental Sustainability

Goal: To meet the present societal needs without compromising the ability of future generations to meet their needs.

Context: Margherita College tries to inculcate responsibility among its students towards the protection and preservation of a healthy natural environment.

Practice:

- World Environment Day, observed at Margherita College on 5.6.2020.
- Workshop on Écobrick organized by NSS, Margherita College on 19.12.2020.
- NSS initiated Cleanliness Drive on 17.02.21.
- An Awareness programme, "Health & Fitness", organized by the Zoology Department on World Health Day, 7th April 2021.

Evidence of Success: Students engage themselves into the cleanliness drives of the campus and the neighbouring areas of the college. Tree plantation drives inside and outside the campus by students.

Improving Teaching - Learning

Goal

- Ensuring completion of syllabus according to the academic planner.
- Encourage the teachers to adapt ICT.

The context

- The present teaching environment expects the teachers to use a variety of technology-based tools.

The practice

- Frequent assignments, tests and evaluation are conducted.
- Some departments have the necessary tools for handling the class room teaching with ICT.

Evidence of Success

- Many faculties adopted modern pedagogic styles and ICT in their classes.
- Notes are uploaded on the college website.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Margherita College in the Tinsukia District of Assam, affiliated to Dibrugarh University. The mission of the College is the empowerment of the locality which extends to the boundary of Arunachal Pradesh including the tribal areas of Tirap, Ketetong and Vitar Powai etc. Apart from engaging in teaching and learning at the institution, the college also engages with the local communities to create awareness on various matters.

Under the Social responsibility, it organizes career counselling for students in the locality. The college also attempts to conduct the co-curricular activities where the NSS (National Social Service) cell also plays an active role towards this.

The various academic and non-academic programmes to enrich both the students and the faculties of the institution during the period of 2020-2021 are as follows:

1. World Environment Day is observed at Margherita college premises on 5.6.2020 at the initiation of SDO (Civil) and District Sports Association in coordination with NSS.
2. Workshop on Ecobrick & its Importance organized by NSS, Margherita College on 19.12.2020 at conference Hall on the theme Protect Environment by Not Using Plastics.
3. NSS initiated a Cleanliness Drive inside & outside the college campus on 17.02.21. as a regular practice.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

To conduct more extension activities in the locality involving students. To organize awareness programme/workshops/webinars and student exchange programme and also create more academic linkages. Green Audit will be conducted by certified agency.