



YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	MARGHERITA COLLEGE
• Name of the Head of the institution	DR. ATONU KAKOTY
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03751272009
• 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	
• Affiliated / Constitution Colleges	Affiliated
• 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	Ms. Yemokhya Fakay				
• Phone No.	03751272009				
• Alternate phone No.	03751272009				
• 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%202020-2021.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/iqac_aqar/AC2022.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	
NIL	NIL	NIL	NIL	0	
8. Whether composition of IQAC as per latest			Yes		

NAAC guidelines		
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File	
9.No. of IQAC meetings held during the year	4	
<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)		
<ul style="list-style-type: none"> • Awareness Programme on Save the girl child conducted in Udaipur Junior college. 		
<ul style="list-style-type: none"> • Free Health Camp organized for all the teaching and non-teaching staff of the college in collaboration with Rotary Club. 		
<ul style="list-style-type: none"> • Student Development Programme on Life Skills organized by Alumni Association in collaboration with Koneru Lakshmaiah University (KLU). 		
<ul style="list-style-type: none"> • MoUs signed with Tool Room and Training Centre (TRTC), Tinsukia and Rotary Club, Digboi. 		
<ul style="list-style-type: none"> • Training Programme on Office Management & Automation for the Non-Teaching Staff of Provincialised Colleges under Margherita Sub-Division organized in collaboration with Kaziranga University. 		
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
To organize Counselling Programmes for the students	Conducted
To start Add-on-courses	Proposal submitted
To organize Training Programme for the Non-teaching staff	A training programme on Office Management & Automation organized in collaboration with Kaziranga University
To organize one week workshop for students and conducting teacher-student exchange programme	Departmental initiatives taken for organizing one week workshop on Grammar, communicative skills and Yoga. Teacher-student exchange programme conducted.
To conduct Green Audit from outside agencies	Conducted
Awareness programmes on Gender sensitization	Organized
To conduct Self Defence course for girls students	Conducted
Observation of important National and International Days.	Departmental/Cell Committees initiatives taken in Observing the important National and International Days.
Environmental awareness Programmes	Initiatives undertaken by NSS, EVS Cell and ECO Club.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	27/02/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	15/02/2023

15. Multidisciplinary / interdisciplinary

Margherita College was founded on 01-10-1978. Since then, it has been extending the benefit of inclusive education to the people of this region. It has been catering to the needs of a diverse population which includes many indigenous and tribal communities. Acknowledging the changing needs of the present times, the college has been trying to encourage and inculcate a multidisciplinary sensibility in its teaching-learning process as well as in the research and extension activities conducted by the various departments and cells. Students are required to learn and study subjects of interdisciplinary importance such as Human Rights, Gender Studies, and Mental Health. The teachers try and design their lessons and presentations in interesting and intriguing ways, thereby touching upon integrative and versatile learning outcomes. Under the current CBCS curriculum of Dibrugarh University, students are required to enroll themselves in ability enhancement courses and skill enhancement courses. We have planned to introduce add on courses like Spoken English, Foundation for Civil Services, etc. which will benefit the students at large. The Internal Quality Assurance Cell, Women's Studies and Development Cell, Tribal Study Centre, College Environment Cell, along with various other cells and committees of the college conduct seminars, workshops, lectures, field visits, etc. which cater to the interdisciplinary senses of the present academic environment. The college looks forward to the implementation of NEP which will provide it with more scopes and resources for multidisciplinary teaching-learning and research.

16. Academic bank of credits (ABC):

As of now, the college has not registered itself at NAD and ABC. However, it welcomes the concept and looks forward to adopt it in the coming year(s).

17. Skill development:

The college conducts regular workshops, seminars, lectures, presentations, and training programmes which aim at the skill development of its stakeholders. It has organized various programmes like grammar workshops, investor awareness programme, plantation drives, workshops on communication skills, etc. aiming at the skill development of its learners. Under the CBCS curriculum of Dibrugarh University, the departments of Education, Computer Science, Sociology, and Commerce offer skill enhancement courses like Skill

Development for Tourism Management, Teaching in Elementary Level, E-Commerce, and Entrepreneurship to the students of the college. Moreover, NSS is introduced as a skill enhancement course which benefits the student community at large in acquainting them with skills of social service and community engagement. The faculty members of the college are regularly encouraged to impart their lessons in ways which help the students augment their competencies.

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

Margherita College has three departments dedicated to the teaching of Indian literatures, languages, and cultures - Assamese, Bengali, and Hindi. Their curriculum is strongly rooted in the aesthetics and ethics of Indian civilization. The department of Anthropology supervises project works on the socio-cultural beliefs and value practices of different tribes and ethnic communities residing in and around Margherita. They are interested in exploring the indigenous health and medicinal practices of the region. The classrooms of the college are multilingual in nature. With English and Assamese as the primary mediums of instruction, Hindi is also used as and when required. The central library of the college has a good stock of literature on indigenous art, craft, theatre, languages, literatures, and culture. The college plans to design and offer add on courses, revolving around Indian knowledge systems, in the near future.

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

Margherita College focuses on outcome based education. The faculty members of the college orient their students with the expected outcomes of their courses. The teaching and learning materials are designed keeping in mind these outcomes. The college encourages the use of ICT in the teaching learning process. Add on courses like Spoken English and Foundation Course for Civil Services are designed keeping in mind the rationales of outcome based education. The teachers guide their students well so that the tangible expected outcomes (enrolling in higher education, specialized courses, sitting in placement interviews, preparing for competitive exams) are realized and met. Besides these, the college also believes in the power of intangible outcomes like life-skills, values, empathy, compassion, etc and tries that their students achieve these.

20.Distance education/online education:

Margherita College is equipped with two open and distance learning centers - Krishna Kanta Handique State Open University (KKHSOU) and Directorate of Open and Distance Learning (DODL), Dibrugarh

University. KKHSOU offers UG programmes in Arts and Commerce, and PG programmes in Assamese, Education, English, Sociology, and Political Science. It also offers a diploma course in Human Resource Management. DODL, DU study center offers PG programmes in Assamese, Economics, Education, English, Political Science, Sociology, and Commerce. The faculty members of the college teach the students enrolled under these centers on Sundays. Study materials are designed and distributed regularly. The college believes in the scope of distance learning and tries to inculcate the ethos of the same among its community.

Extended Profile

1. Programme

1.1	302
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	1437
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	268
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	402
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	55
File Description	Documents
Data Template	View File
3.2 Number of Sanctioned posts during the year	30
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	23
4.2 Total expenditure excluding salary during the year (INR in lakhs)	76.60
4.3 Total number of computers on campus for academic purposes	50

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 course teaching plan is prepared by every department and teacher at the beginning of each semester which includes the number 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 as per university calendar and its results are displayed in the departmental notice board and discussed with the students in the class room.
- Assignments, seminars, group discussion and projects are given to the students under the supervision of the concern faculty members.
- ICT is used for effective teaching by the teachers of various departments.
- The departments organize study tours, excursions, field projects and industrial visits for students' exposure to practical knowledge.
- Remedial coaching is given to slow learners Additional facilities such as 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 the concerned official at the beginning of each semester in line with the University. Compliance of Continuous Internal Evaluation with Academic Calendar:

Classes and Lab time-table - The time table as per the guidelines of the affiliating Dibrugarh University is uploaded in the website and the academic calendar prior to the start of the semester.

Course files and Lecture Plan- After the allocation of subjects to faculty, course file of each subject is prepared consisting of detailed teaching plan (lesson plan, course plan and course progress) duly approved by the Head of the department.

Internal Examinations- The dates of Internal Examination and Semester end Examinations are mentioned in the academic calendar.

Question Paper Setting- The question papers of internal examination is prepared by concerned faculties and is monitored by Head of the Department.

Exam sheets evaluation- The answer sheets are evaluated as per Dibrugarh University guidelines to ensure transparent and unbiased evaluation

Assignments, Group Discussion and Sudden Test- - In addition to the Sessional Exams, assignments, Group Discussion and Sudden Test are also the part of Continuous Internal Evaluation.

University Exams- The tentative dates for university exams are indicated in the academic calendar.

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

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above 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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

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**

03

File Description	Documents
Any additional information	No File Uploaded
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

0

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

The diverse programs offered under Arts, Commerce and Science are:

On Gender: From the most fundamental concept of Gender to feminist philosophy and feminist thoughts and application of feminist research methodology; gender and its intersectionality with the social phenomenon. Political Science, Sociology, English and Education has papers on women empowerment, gender equality etc... It further questions the patriarchal domain, the historical and political situation of women in the present scenario. Various seminars, talk programs are organized in the college on gender issues.

A compulsory paper on Environmental Studies is taught at undergraduate level . It includes basic concept of environment, ecology and ecosystem, biodiversity and its conservation, natural resources, pollution, social issues and the environment, disaster management etc. It sensitizes environmental knowledge, awareness, attitude, skills and provides opportunity to involve actively in environmental issues by doing field study on environment related topics/ problems and prepare field report

All the faculties consistently focus on Human Values while teaching different topics in their respective curricula. The NSS unit of the college is engaged in different social activities like Swachh Bharat Abhiyan, cleanliness programs and different awareness programs, etc., which helps in spreading human values in the society.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

0

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
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 **C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://margheritacollege.in/admn_portal/web_SUPPORTING_DOCS/Feedback%20Report.pdf

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

386

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 a regular basis. The College centrally conducts various tests & Sessional Exams. The college conducts counselling sessions regularly for the advanced learners engaging experts from the various fields. Remedial & tutorial classes are also provisioned by the departments for the slow learners. The college conducted special remedial classes for the slow learners in the session 2021-22.

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
1437	55

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 student centric through the combination of old and new methods of teaching.

1. To enhance the thinking capacity and 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; The college and the students actively participate in these activities within and outside the college.

2. The college practices various student centric methods, such as experimental learning, participative learning and problem-solving methodologies for enriching learning experiences for the students.
3. The faculties of Science, Commerce and certain Arts departments many integrates the practical work with adequate experimental practices for the students. These kinds of assignments provide exposure & participative learning experiences for the students. Moreover, project works, field-works, seminars, excursions, NSS special camps, NCC camps etc. inculcate the practice and habit of participative learning and problem-solving methodologies among the students.

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 tools to improve the teaching and learning process. LCD projectors and laptops are used in the classrooms. E- mails, Whats-App group, Google-meet, Zoom platform, Google classroom, College website are used as a 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 being used on a regular basis. During the peak of Covid-19 periods it was not only a choice but also a compulsion for the teachers to learn, adapt and execute the ICT enabled tools in teaching -learning. The library of the institution also provides access to various online databases. Syllabus and study materials are also made available on a regular basis in 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

55

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
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

31

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	View File

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

21

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

928

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 its Internal Assessments. The processes are as follows: a) Seminar/ Group Discussion etc are conducted & home assignments/ projects are assigned to every student which need to be submitted 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). In every semester two sessional examinations are conducted as per University norms. c) Retests are conducted on exceptional grounds. d) 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 of the learners.

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 conduction board. The errors in marks, attendance, subjects etc. are immediately addressed, corrected and quickly disposed by the concerned department/ Examination Conduction Board of the institution. Each and every member of the concerned exam boards take due care for the quick disposal of student grievances at their respective quarters. Close and continuous communication is maintained by the board members for speedy disposal of queries. In the case of internal practical tests, if any student point-out any discrepancy, the concerned teachers take immediate action to address and resolve the same.

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 (published on a regular basis and made available in the College Website) highlights the vision and mission of the institution. It emphasizes on promoting value education through fully motivated and trained faculty members to prepare out students to accept various challenges. The college has a proper mechanism of communication of the learning outcomes of the programs 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)	No File Uploaded

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 teaching & 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 final outcome of the course is evaluated through the analysis of the results of the students at the end of the every semester examinations and necessary decisions are taken for the improvements of the results.

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

167

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_DOCUMENTS/SSS%202021-22%20n.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)

0

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**

05

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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**

5

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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**

22

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

- The Department of English, Margherita College, had conducted a Readership Awareness Survey at Margherita Public HS School on 10-05-22.
- The Department of Anthropology and Women's Studies and Development Cell, Margherita College organized An awareness programme on Menstrual Hygiene Management among the Adolescent girl students of Girls High School, Margherita on 31st May, 2022. A total 43 students of class IX and X participated the programme.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

3

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
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

5

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

201

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)	View File

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

01

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

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

02

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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 decent infrastructure. The institution has had a heritage building that was renovated under RUSA 1.0 fund. It has 19 departments falling under the faculties of Arts, Commerce and Science. Along with classrooms, it has science, education, and language laboratories, a conference hall, common room and departmental offices. The college is equipped with ICT facilities, a playground, cycle parking stand, car-parking zone, one horticulture garden and a flower garden. It has a central library. Both traditional and modern methods are being used for teaching-learning process. It has own water-purifying and supplying system. It has a generator of its own & solar-post light for campus lighting. It has an in-house canteen facility, 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 best to enhance the aptitude and skills of the student in particular. It has satisfactory 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 hall. Different indoor and outdoor games are conducted during the College Week. The physical instructor of the college looks after the physical fitness and practices after the classes are over. The Yoga Cell conducts training sessions and practices for the 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

03

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)	No File Uploaded

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)

6.33

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
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. The library has designated reading spaces for teachers and students. They are supported by internet facilities. On an average 60 students and 10 teachers visit the library on a daily basis. It is equipped with SOUL Software. OPAC facility is made available through Library Management. It has 28,763 textbooks, 1988 reference books, 07 journals, 75000 e-books, 5000 e-journals and 04 nos. of newspapers. It is an active member of INFLIBNET. In a miniature way, there is a provision of departmental library in each department. To support the same, 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. C.C.T.V. cameras are installed in the library for strict surveillance. The library has a well managed system which allows the students and the teachers to borrow books with ease. Each semester has a 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	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

1.30

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
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

70

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 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.

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 E. < 5MBPS

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

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)

32.14

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 supervises the utilization and maintenance of the support facilities of the college.

- **Laboratory:** The Head of the Department enlists 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 softwares 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. 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, furniture etc are maintained by hired services as and when necessity arise.
- **Campus Cleaning:** Various persons are assigned to maintain the cleanliness of the class rooms and the entire college campus. The NSS 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	https://margheritacollege.in/admn_portal/web_files/IQAC_SUPPORTING_DOCS/Established%20sy_stems%20and%20Procedures.pdf

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

1030

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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

A. All of the above

File Description	Documents
Link to institutional website	https://margheritacollege.in/admn_portal/web_files/IOAC_SUPPORTING_DOCS/5.1.3%20Capacity%20building%20and%20skills%20enhancement%20initiatives%20%20taken%20by%20the%20institution.pdf
Any additional information	View File
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

305

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

305

File Description	Documents
Any additional information	View File
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	No File Uploaded

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

26

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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**

38

File Description	Documents
Upload supporting data for student/alumni	View File
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**

16

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.**

05

File Description	Documents
e-copies of award letters and certificates	View File
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)	View File

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 isto 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. It has its representation in different committees of the college. . The MCSU takes up activities as decided by the Executive Body and approved of by the Principal. As a whole, the College Students body actively participates in every aspect of the college.

In 2021-22, the Margherita College Students Union (MCSU) organized Annual College Week, cleanliness drive, self defence programme and participated in Youth festival of Dibrugarh University.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

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 the college since its formation. Many ex-students engaged in the college in different positions and those from outside have also co-operated in different ways whenever required.

Broad objectives of MCAA:

1. To keep a roster of all alumni of the college and their pertinent data. (Documentation of Ex-Students).
2. Maintaining the updated and current information time to time of all Alumni of Margherita college (Profile of Ex-students).
3. To encourage, foster and promote close relations among the alumni themselves.
4. To promote a sustained sense of belonging to the alma mater among the alumni by being in close contact with them.
5. To provide and disseminate information regarding their alma mater.
6. To provide monetary support for the development of the institution.
7. To provide a forum for the alumni for exchange of ideas on academic, cultural and social issues of the day by organizing

and coordinating reunion activities of the alumni.

8. To build a network of all former graduates/ ex students of the institution.

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

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

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".

Mission: Empowerment of the generation of the entire locality with a view to ensuring humane, equitable, and continuous improvement of the quality of life around.

File Description	Documents
Paste link for additional information	Nil
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 Governing Body, the Principal, the Vice Principal, the Academic Coordinator, and the IQAC Coordinator along with a few representatives of Teaching, Non-Teaching Staff, Parent - Guardian representatives, and public representatives as well. The

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

1. 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.
2. Faculty members have been entrusted with responsibilities at various levels to make participatory management in the most effective and efficient manner. They are encouraged to develop leadership skills by being in charge of various academic co-curricular and extra-co-curricular 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

Effective teaching and learning play a vital role in the growth and development of any academic institution which leads to effective deployment of the institutional strategic plan in the following ways:

1. To adapt with rapid changes in technology, faculty members are encouraged to attend various workshops, seminars, conferences, etc., to update their knowledge in their respective fields, thereby transferring knowledge and transforming students' minds.
2. Extra classes are conducted for slow learners as per the routine prepared by the routine committee.
3. WhatsApp groups are also created by individual subject teachers to share necessary study material with students. Furthermore, all the important announcements are also shared with the students via WhatsApp groups.
4. COVID-19 pandemic has brought a paradigm shift in the way of delivering quality education to the students through various online platforms. Mostly used online platforms includes Google Meet, Zoom, WebEx, and Google classroom accordingly.
5. Hence, E-learning tools have played a crucial role during

pandemic, helping colleges and teachers facilitate student learning during the closure of colleges and universities.

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.

1. The Governing body, the Principal, the Vice Principal, the Academic Coordinator, the IQAC Coordinator, and entrusted Staff members are involved in designing the policies and procedures pertaining to various administrative functions.
2. They also play a significant role in framing guidelines, rules, and regulations pertaining to admission, discipline, grievance, counselling, training development, library services, etc., and take initiative in implementing the same to ensure the smooth and systematic functioning of the institute.
3. As far as an appointment is concerned, the Institute strictly follows the rules and regulations laid down by the Government of Assam and University Grant Commission (UGC).
4. Promotion Rules are also as per the norms of UGC and the 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 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

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

01

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)	View File

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

08

File Description	Documents
IQAC report summary	View File
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 college collects the Self-Appraisal Report of teaching faculty at

the end of every academic year. The report is collected in a prescribed format that reflects relevant information like publications, seminars attended, papers presented, and participation in orientation and refresher courses by the faculty members.

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 an 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 in the financial management and resource mobilization of the college. The college has its own internal audit mechanism where internal audits is being conducted periodically.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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)

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 for the purchase of books/study materials is prepared according to the department's needs and requirements, considering 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 a 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

(For first cycle - Incremental improvements made for the preceding year with regard to quality

For second and subsequent cycles - Incremental improvements made for the preceding year with regard to quality and post-accreditation quality initiatives)

Describe any two examples of institutional reviews and implementation of teaching-learning reforms facilitated by the IQAC

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	https://margheritacollege.in/admin_portal/all_mrgclg_files/igac_agar/AOAR%202020-2021.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
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

Response:https://margheritacollege.in/admn_portal/web_files/IQAC_SUPPORTING_DOCS/7.1.1.%20Gender%20Specific%20Activities.pdf Margherita College is committed to creating a gender-inclusive campus through various programs organized by the Women Studies and Development Cell (WSDC), Sexual Harassment Prevention and Empowerment Cell, and other College societies. These programmes address women's health and hygiene, girl child protection, and mental health issues, as well as the important roles women can play in various spheres of society. The proportion of women on the teaching faculty has risen to nearly 50% over time.

Moreover, the courses offered by the College in Social Science disciplines such as Political Science, Sociology, and others include a component of gender studies that are taught by teachers who are skilled in their respective fields.

Furthermore, the following are the institution's specific programmes for promoting gender equity throughout the year:

Sl.No.

Program

Date

Number of Participants

Male

Female

1.

ATalk on Save the Girl Child

23/12/2021

01

33

2.

Celebration of Girl Child Day

24/01/2022

11

38

3.

AWebinar on Cervical cancer

27/01/2022

01

34

4.

An Awareness Program on Women's Health

19/02/2022

-

55

5.

International Women Day

08/03/2022

-

45

6

Lecture Programme on "Education, Health and Gender Equality: Issues and Challenges"

12/03/2022

-

53

7

An Awareness Program on Menstrual Energy

31/05/2022

-

47

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	A. Girls Common Room, B. Internal Complaint Committee, C. Separate Washrooms for Girls as well as the female employees, D.

7.1.2 - The Institution has facilities for alternate sources of energy and energy

B. Any 3 of the above

**conservation measures Solar energy
Biogas plant Wheeling to the Grid Sensor-
based energy conservation Use of LED bulbs/
power efficient equipment**

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

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

7.1.3. Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste.

Response: Margherita College has installed dustbins for the management of solid waste in various places within the campus. Photographs supporting the argument is attached herewith.https://margheritacollege.in/admn_portal/web_files/IQAC_SUPPORTING_DOCS/7.1.3.%20Waste%20Management.pdf

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	View File
Any other relevant information	No File Uploaded

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	View File
Any other relevant documents	No File Uploaded

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

D. Any 1 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	View File
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-

C. Any 2 of the above

reading software, mechanized equipment 5.
Provision for enquiry and information :
Human assistance, reader, scribe, soft copies of
reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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	No File Uploaded

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.

Margherita College recognizes, values, and considers differences in people's backgrounds, experiences, knowledge, needs, and skills in order to create a cohesive community and effective working population. Maintaining an open mind to differences in cultures, languages, and socioeconomic environments is part of diverse culture. Keeping this in mind, Margherita College's classroom lectures are bilingual as needed, and study materials are available in both English and Assamese. All three streams, B.A., B.Com., and B.Sc., offer courses in Assamese, Bengali, and Hindi. Margherita College adheres to the rules and regulations governing the inclusion of socioeconomic categories in its admission process.

https://margheritacollege.in/admn_portal/web_files/IQAC_SUPPORTING_DOCS/7.1.8.%20Inclusive%20Envrionment.pdf

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 dedicated to putting citizens' values, rights, duties, and responsibilities, as enshrined in the Indian Constitution, into action. The college's teaching-learning process, examinations, evaluations, admissions, appointments, and other academic and non-academic activities aim to instil a sense of duty and responsibility in both students and faculty. The college has a zero-tolerance ragging policy, so it is a ragging-free campus.

A variety of activities, involving a large number of students, are held to honouring Voter's Day, Gandhi Jayanti, Constitution Day, Women's Day, Human Rights Day, National Voters Rights Day, and so on. The college organizes various activities and takes various measures to realise the aforementioned values and principles on campus.

Some of the activities organised in this direction are mentioned and photographs attached.https://margheritacollege.in/admn_portal/web_files/IQAC_SUPPORTING_DOCS/7.1.9.%20Sensitisation%20of%20students%20values,%20rights.pdf

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 **B. Any 3 of the above**

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

File Description	Documents
Code of ethics policy document	View File
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 commemorates national and international significance and values. Margherita College observes various national and international days in order to instill the value among both the students and the empoliyees of this college. The programme list and supporting photographs are attached herewith.https://margheritacollege.in/admn_portal/web_files/IQAC_SUPPORTING_DOCS/7.1.11.%20National%20and%20International%20Days.pdf

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.

Environmental SustainabilityPrograms

Goal: To meet current societal needs without jeopardizing future

generations' ability to meet their own.

Context: Margherita College strives to instil in its students a sense of responsibility for protecting a healthy environment.

Practice:

1. On 29/09/2021, Margherita College of NSS Unit hosted the "Kachra Alag Karo" program as part of the "Azadi Ka Amrit Mahotsav".
2. The NSS Unit and ECO Club in association of Margherita College Students Union (MCSU) of organised Cleanliness Drives on January 5th and 25th, 2022.
3. On 26/01/2022, the Eco Club and MCSU of Margherita College conducted a Plantation Drive.

Evidence of Success: Students participate in cleanliness drives on campus and in the college's surrounding areas and being aware about environment.

Improving Teaching - Learning

Goal

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

Context

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

Practice

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

Evidence of Success

- Many faculties adopted modern pedagogic styles and ICT in their classes.
- Notes are uploaded on the college website. https://margheritacollege.in/admn_portal/web_files/IQAC_SUPPORTING_DOCS/7.2.1.%20Best%20Practices%20Edited.pdf

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

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

Institutional Distinctiveness

The mission of Margherita College is to empower generations of the entire locality extending from Powai to beyond the boundaries of Arunachal Pradesh. This includes tribal areas of Tirap, Ketetong and the numerous settlements of Tea-tribe communities scattered all over the area. The institution is distinct in moulding the students of the locality to acquire education in the trail of knowledge, values, morals and social responsibilities preparing them to face the challenges in the outer world.

1. Frequent cleanliness and Plantation drives are being initiated by NSS, Students' Union Body, ECO club and EVS cell to plant the seed of consciousness for a cleaner environment and the need for its protection and preservation.
2. Disaster relief camps are also encouraged in the campus to motivate students to develop a sense of social responsibility and engage themselves in the service of the community as and when required.
3. The Institution is also remarkable in exploring and studying about the various indigenous tribes residing in the locality under the Tribal Study Centre.
4. To increase the efficiency in work outcomes and to update knowledge and skills of the non-teaching staff, ICT workshops are being organised. [https://margheritacollege.in/admn_portal/web_files/IQAC_SUPPORTING_DOCS/7.3.1.%20Institutional%20Distinctiveness%20\(1\).pdf](https://margheritacollege.in/admn_portal/web_files/IQAC_SUPPORTING_DOCS/7.3.1.%20Institutional%20Distinctiveness%20(1).pdf)

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 course teaching plan is prepared by every department and teacher at the beginning of each semester which includes the number 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 as per university calendar and its results are displayed in the departmental notice board and discussed with the students in the class room.
- Assignments, seminars, group discussion and projects are given to the students under the supervision of the concern faculty members.
- ICT is used for effective teaching by the teachers of various departments.
- The departments organize study tours, excursions, field projects and industrial visits for students' exposure to practical knowledge.
- Remedial coaching is given to slow learners Additional facilities such as 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 the concerned official at the beginning of each semester in line with the University.

Compliance of Continuous Internal Evaluation with Academic Calendar:

Classes and Lab time-table - The time table as per the guidelines of the affiliating Dibrugarh University is uploaded in the website and the academic calendar prior to the start of the semester.

Course files and Lecture Plan- After the allocation of subjects to faculty, course file of each subject is prepared consisting of detailed teaching plan (lesson plan, course plan and course progress) duly approved by the Head of the department.

Internal Examinations- The dates of Internal Examination and Semester end Examinations are mentioned in the academic calendar.

Question Paper Setting- The question papers of internal examination is prepared by concerned faculties and is monitored by Head of the Department.

Exam sheets evaluation- The answer sheets are evaluated as per Dibrugarh University guidelines to ensure transparent and unbiased evaluation

Assignments, Group Discussion and Sudden Test- - In addition to the Sessional Exams, assignments, Group Discussion and Sudden Test are also the part of Continuous Internal Evaluation.

University Exams- The tentative dates for university exams are indicated in the academic calendar.

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

B. Any 3 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	No File Uploaded

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

03

File Description	Documents
Any additional information	No File Uploaded
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

0

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**

The diverse programs offered under Arts, Commerce and Science are:

On Gender: From the most fundamental concept of Gender to feminist philosophy and feminist thoughts and application of feminist research methodology; gender and its intersectionality with the social phenomenon. Political Science, Sociology, English and Education has papers on women empowerment, gender equality etc... It further questions the patriarchal domain, the historical and political situation of women in the present scenario. Various seminars, talk programs are organized in the college on gender issues.

A compulsory paper on Environmental Studies is taught at undergraduate level. It includes basic concept of environment, ecology and ecosystem, biodiversity and its conservation, natural resources, pollution, social issues and the environment, disaster management etc. It sensitizes environmental knowledge, awareness, attitude, skills and provides opportunity to involve actively in environmental issues by doing field study on environment related topics/ problems and prepare field report

All the faculties consistently focus on Human Values while teaching different topics in their respective curricula. The NSS unit of the college is engaged in different social activities like Swachh Bharat Abhiyan, cleanliness programs and different

awareness programs, etc., which helps in spreading human values in the society.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

0

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	B. Any 3 of the above
File Description	Documents
URL for stakeholder feedback report	View File
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	C. Feedback collected and analyzed
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://margheritacollege.in/admn_portal/web_SUPPORTING_DOCS/Feedback%20Report.pdf
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

386

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 a regular basis. The College centrally conducts various tests & Sessional Exams. The college conducts counselling sessions regularly for the advanced learners engaging experts from the various fields. Remedial & tutorial classes are also provisioned by the departments for the slow learners. The college conducted special remedial classes for the slow learners in the session 2021-22.

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
1437	55

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 student centric through the combination of old and new methods of teaching.

1. To enhance the thinking capacity and 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; The college and the students actively participate in these activities within and outside the college.
2. The college practices various student centric methods, such as experimental learning, participative learning and problem-solving methodologies for enriching learning experiences for the students.
3. The faculties of Science, Commerce and certain Arts departments many integrates the practical work with adequate experimental practices for the students. These kinds of assignments provide exposure & participative learning experiences for the students. Moreover, project works, field-works, seminars, excursions, NSS special camps, NCC camps etc. inculcate the practice and habit of participative learning and problem-solving methodologies among the students.

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 tools to improve the teaching and learning process. LCD projectors and laptops are used in the classrooms. E- mails, Whats-App group, Google-meet, Zoom platform, Google classroom, College website are used as a 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 being used on a regular basis. During the peak of Covid-19 periods it was not only a choice but also a compulsion for the teachers to learn, adapt and execute the ICT enabled tools in teaching -learning. The library of the institution also provides access to various online databases.

Syllabus and study materials are also made available on a regular basis in 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

55

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
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

31

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	View File

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

21

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**

928

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 its Internal Assessments. The processes are as follows: a) Seminar/ Group Discussion etc are conducted & home assignments/ projects are assigned to every student which need to be submitted 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). In every semester two sessional examinations are conducted as per University norms. c) Retests are conducted on exceptional grounds. d) 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 of the learners.

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 conduction board. The errors in marks, attendance, subjects etc. are immediately addressed, corrected and quickly disposed by the concerned department/ Examination Conduction Board of the institution. Each and every member of the concerned exam boards take due care for the quick disposal of student grievances at their respective quarters. Close and continuous communication is maintained by the board members for speedy disposal of queries. In the case of internal practical tests, if any student point-out any discrepancy, the concerned teachers take immediate action to address and resolve the same.

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 (published on a regular basis and made available in the College Website) highlights the vision and mission of the institution. It emphasizes on promoting value education through fully motivated and trained faculty members to prepare out students to accept various challenges. The college has a proper mechanism of communication of the learning outcomes of the programs 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)	No File Uploaded

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 teaching & 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 final outcome of the course is evaluated through the analysis of the results of the students at the end of the every semester examinations and necessary decisions are taken for the improvements of the results.

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

167

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%202021-22%20n.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)

0

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

05

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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

5

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

22

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

- The Department of English, Margherita College, had conducted a Readership Awareness Survey at Margherita Public HS School on 10-05-22.
- The Department of Anthropology and Women's Studies and Development Cell, Margherita College organized An awareness programme on Menstrual Hygiene Management among the Adolescent girl students of Girls High School, Margherita on 31st May, 2022. A total 43 students of class IX and X participated the programme.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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**

3

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
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

5

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

201

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)	View File

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

01

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

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

02

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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 decent infrastructure. The institution has had a heritage building that was renovated under RUSA 1.0 fund. It has 19 departments falling under the faculties of Arts, Commerce and Science. Along with classrooms, it has science, education, and language laboratories, a conference hall, common room and

departmental offices. The college is equipped with ICT facilities, a playground, cycle parking stand, car-parking zone, one horticulture garden and a flower garden. It has a central library. Both traditional and modern methods are being used for teaching-learning process. It has own water-purifying and supplying system. It has a generator of its own & solar-post light for campus lighting. It has an in-house canteen facility, 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 best to enhance the aptitude and skills of the student in particular. It has satisfactory 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 hall. Different indoor and outdoor games are conducted during the College Week. The physical instructor of the college looks after the physical fitness and practices after the classes are over. The Yoga Cell conducts training sessions and practices for the 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

03

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)	No File Uploaded

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)

6.33

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
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. The library has designated reading spaces for teachers and students. They are supported by internet facilities. On an average 60 students and 10 teachers visit the library on a daily basis. It is equipped with SOUL Software. OPAC facility is made available through Library Management. It has 28,763 textbooks, 1988 reference books, 07 journals, 75000 e-books, 5000 e-journals and 04 nos. of newspapers. It is an active member of INFLIBNET. In a miniature way, there is a provision of departmental library in each department. To support the same, 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. C.C.T.V. cameras are installed in the library for strict surveillance. The library has a well managed system which allows the students and the teachers to borrow books with ease. Each semester has a 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	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

1.30

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
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**

70

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 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.

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	E. < 5MBPS
File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File
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)	
32.14	
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.	
<p>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 supervises the utilization and maintenance of the support facilities of the college.</p> <ul style="list-style-type: none"> • Laboratory: The Head of the Department enlists 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 softwares 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. 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, furniture etc are maintained by hired services as and when necessity arise.
- **Campus Cleaning:** Various persons are assigned to maintain the cleanliness of the class rooms and the entire college campus. The NSS 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	https://margheritacollege.in/admn_portal/web_files/IOAC_SUPPORTING_DOCS/Established%20systems%20and%20Procedures.pdf

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

1030

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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 benefitted 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

A. All of the above

File Description	Documents
Link to institutional website	https://margheritacollege.in/admn_portal/web_files/IQAC_SUPPORTING_DOCS/5.1.3%20Capacity%20building%20and%20skills%20enhancement%20initiatives%20%20taken%20by%20the%20institution.pdf
Any additional information	View File
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

305

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

305

File Description	Documents
Any additional information	View File
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	No File Uploaded

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

26

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

38

File Description	Documents
Upload supporting data for student/alumni	View File
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

16

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.**

05

File Description	Documents
e-copies of award letters and certificates	View File
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)	View File

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 isto 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. It has its representation in different committees of the college. . The MCSU takes up activities as decided by the Executive Body and approved of by the Principal. As a whole, the College Students body actively participates in every aspect of the college.

In 2021-22, the Margherita College Students Union (MCSU) organized Annual College Week, cleanliness drive, self defence programme and participated in Youth festival of Dibrugarh University.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

40

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

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 the college since its formation. Many ex-students engaged in the college in different positions and those

from outside have also co-operated in different ways whenever required.

Broad objectives of MCAA:

1. To keep a roster of all alumni of the college and their pertinent data. (Documentation of Ex-Students).
2. Maintaining the updated and current information time to time of all Alumni of Margherita college (Profile of Ex-students).
3. To encourage, foster and promote close relations among the alumni themselves.
4. To promote a sustained sense of belonging to the alma mater among the alumni by being in close contact with them.
5. To provide and disseminate information regarding their alma mater.
6. To provide monetary support for the development of the institution.
7. To provide a forum for the alumni for exchange of ideas on academic, cultural and social issues of the day by organizing and coordinating reunion activities of the alumni.
8. To build a network of all former graduates/ ex students of the institution.

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
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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”.

Mission: Empowerment of the generation of the entire locality with a view to ensuring humane, equitable, and continuous improvement of the quality of life around.

File Description	Documents
Paste link for additional information	Nil
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 Governing Body, the Principal, the Vice Principal, the Academic Coordinator, and the IQAC Coordinator along with a few representatives of Teaching, Non-Teaching Staff, Parent - Guardian representatives, and public representatives as well. The College has a mechanism for delegating authority and providing operational autonomy to all the various bodies to function decentralized governance system:

1. 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.
2. Faculty members have been entrusted with responsibilities at various levels to make participatory management in the most effective and efficient manner. They are encouraged to develop leadership skills by being in charge of various academic co-curricular and extra-co-curricular 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

Effective teaching and learning play a vital role in the growth and development of any academic institution which leads to effective deployment of the institutional strategic plan in the following ways:

1. To adapt with rapid changes in technology, faculty members are encouraged to attend various workshops, seminars, conferences, etc., to update their knowledge in their respective fields, thereby transferring knowledge and transforming students' minds.
2. Extra classes are conducted for slow learners as per the routine prepared by the routine committee.
3. WhatsApp groups are also created by individual subject teachers to share necessary study material with students. Furthermore, all the important announcements are also shared with the students via WhatsApp groups.
4. COVID-19 pandemic has brought a paradigm shift in the way of delivering quality education to the students through various online platforms. Mostly used online platforms includes Google Meet, Zoom, WebEx, and Google classroom accordingly.
5. Hence, E-learning tools have played a crucial role during pandemic, helping colleges and teachers facilitate student learning during the closure of colleges and universities.

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.

1. The Governing body, the Principal, the Vice Principal, the Academic Coordinator, the IQAC Coordinator, and entrusted Staff members are involved in designing the policies and procedures pertaining to various administrative functions.
2. They also play a significant role in framing guidelines, rules, and regulations pertaining to admission, discipline, grievance, counselling, training development, library services, etc., and take initiative in implementing the same to ensure the smooth and systematic functioning of the

institute.

3. As far as an appointment is concerned, the Institute strictly follows the rules and regulations laid down by the Government of Assam and University Grant Commission (UGC).
4. Promotion Rules are also as per the norms of UGC and the 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 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

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

01

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)	View File

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

08

File Description	Documents
IQAC report summary	View File
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 college collects the Self-Appraisal Report of teaching faculty at the end of every academic year. The report is collected in a prescribed format that reflects relevant information like publications, seminars attended, papers presented, and

participation in orientation and refresher courses by the faculty members.

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 an 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 in the financial management and resource mobilization of the college. The college has its own internal audit mechanism where internal audits is being conducted periodically.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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)

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 for the purchase of books/study materials is prepared according to the department's needs and requirements, considering 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 a 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

(For first cycle - Incremental improvements made for the preceding year with regard to quality

For second and subsequent cycles - Incremental improvements made for the preceding year with regard to quality and post-accreditation quality initiatives)

Describe any two examples of institutional reviews and implementation of teaching-learning reforms facilitated by the IQAC

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

B. Any 3 of the above

international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://margheritacollege.in/admin_portal/all_mrgclg_files/igac_agar/AQAR%202020-2021.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
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

Response:https://margheritacollege.in/admn_portal/web_files/IQAC_SUPPORTING_DOCS/7.1.1.%20Gender%20Specific%20Activities.pdf Margherita College is committed to creating a gender-inclusive campus through various programs organized by the Women Studies and Development Cell (WSDC), Sexual Harassment Prevention and Empowerment Cell, and other College societies. These programmes address women's health and hygiene, girl child protection, and mental health issues, as well as the important roles women can play in various spheres of society. The proportion of women on the teaching faculty has risen to nearly 50% over time.

Moreover, the courses offered by the College in Social Science disciplines such as Political Science, Sociology, and others include a component of gender studies that are taught by teachers who are skilled in their respective fields.

Furthermore, the following are the institution's specific programmes for promoting gender equity throughout the year:

Sl.No.

Program

Date

Number of Participants

Male

Female

1.

ATalk on Save the Girl Child

23/12/2021

01

33

2.

Celebration of Girl Child Day

24/01/2022

11

38

3.

AWebinar on Cervical cancer

27/01/2022

01

34

4.

An Awareness Program on Women's Health

19/02/2022

-

55

5.

International Women Day

08/03/2022

-

45

6

Lecture Programme on "Education, Health and Gender Equality: Issues and Challenges"

12/03/2022

-

53

7

An Awareness Program on Menstrual Energy

31/05/2022

-

47

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	<u>A. Girls Common Room, B. Internal Complaint Committee, C. Separate Washrooms for Girls as well as the female employees, D.</u>

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	B. Any 3 of the above
File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded
<p>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</p>	
<p>7.1.3. Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste.</p> <p>Response: Margherita College has installed dustbins for the management of solid waste in various places within the campus. Photographs supporting the argument is attached herewith.https://margheritacollege.in/admn_portal/web_files/IQAC_SUPPORTING_DOCS/7.1.3.%20Waste%20Management.pdf</p>	
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	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

- 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	View File
Any other relevant documents	No File Uploaded

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

D. Any 1 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	View File
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

C. Any 2 of the above

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
 5. Provision for enquiry and information :
 Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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	No File Uploaded

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.

Margherita College recognizes, values, and considers differences in people's backgrounds, experiences, knowledge, needs, and skills in order to create a cohesive community and effective working population. Maintaining an open mind to differences in cultures, languages, and socioeconomic environments is part of diverse culture. Keeping this in mind, Margherita College's

classroom lectures are bilingual as needed, and study materials are available in both English and Assamese. All three streams, B.A., B.Com., and B.Sc., offer courses in Assamese, Bengali, and Hindi. Margherita College adheres to the rules and regulations governing the inclusion of socioeconomic categories in its admission process.

https://margheritacollege.in/admn_portal/web_files/IQAC_SUPPORTING_DOCS/7.1.8.%20Inclusive%20Envrionment.pdf

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 dedicated to putting citizens' values, rights, duties, and responsibilities, as enshrined in the Indian Constitution, into action. The college's teaching-learning process, examinations, evaluations, admissions, appointments, and other academic and non-academic activities aim to instil a sense of duty and responsibility in both students and faculty. The college has a zero-tolerance ragging policy, so it is a ragging-free campus.

A variety of activities, involving a large number of students, are held to honouring Voter's Day, Gandhi Jayanti, Constitution Day, Women's Day, Human Rights Day, National Voters Rights Day, and so on. The college organizes various activities and takes various measures to realise the aforementioned values and principles on campus.

Some of the activities organised in this direction are mentioned and photographs attached.https://margheritacollege.in/admn_portal/web_files/IQAC_SUPPORTING_DOCS/7.1.9.%20Sensitisation%20of%20students%20values,%20rights.pdf

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

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
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 commemorates national and international significance and values. Margherita College observes various national and international days in order to instill the value among both the students and the empoliyees of this college. The programme list and supporting photographs are attached herewith.h https://margheritacollege.in/admn_portal/web_files/IQAC_SUPPORTING_DOCS/7.1.11.%20National%20and%20International%20Days.pdf

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.

Environmental Sustainability Programs

Goal: To meet current societal needs without jeopardizing future generations' ability to meet their own.

Context: Margherita College strives to instil in its students a sense of responsibility for protecting a healthy environment.

Practice:

1. On 29/09/2021, Margherita College of NSS Unit hosted the "Kachra Alag Karo" program as part of the "Azadi Ka Amrit Mahotsav".
2. The NSS Unit and ECO Club in association of Margherita College Students Union (MCSU) of organised Cleanliness Drives on January 5th and 25th, 2022.
3. On 26/01/2022, the Eco Club and MCSU of Margherita College conducted a Plantation Drive.

Evidence of Success: Students participate in cleanliness drives on campus and in the college's surrounding areas and being aware about environment.

Improving Teaching - Learning

Goal

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

Context

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

Practice

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

Evidence of Success

- Many faculties adopted modern pedagogic styles and ICT in their classes.
- Notes are uploaded on the college website. https://margherita.college.in/admn_portal/web_files/IQAC_SUPPORTING_DOCS/7.2.1.%20Best%20Practices%20Edited.pdf

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

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

Institutional Distinctiveness

The mission of Margherita College is to empower generations of the entire locality extending from Powai to beyond the boundaries of Arunachal Pradesh. This includes tribal areas of Tirap, Ketetong and the numerous settlements of Tea-tribe communities scattered all over the area. The institution is distinct in moulding the students of the locality to acquire education in the trail of knowledge, values, morals and social responsibilities preparing them to face the challenges in the outer world.

1. Frequent cleanliness and Plantation drives are being initiated by NSS, Students' Union Body, ECO club and EVS cell to plant the seed of consciousness for a cleaner environment and the need for its protection and preservation.
2. Disaster relief camps are also encouraged in the campus to

motivate students to develop a sense of social responsibility and engage themselves in the service of the community as and when required.

3. The Institution is also remarkable in exploring and studying about the various indigenous tribes residing in the locality under the Tribal Study Centre.
4. To increase the efficiency in work outcomes and to update knowledge and skills of the non-teaching staff, ICT workshops are being organised. [https://margheritacollege.in/admn_portal/web_files/IQAC_SUPPORTING_DOCS/7.3.1.%20Institutional%20Distinctiveness%20\(1\).pdf](https://margheritacollege.in/admn_portal/web_files/IQAC_SUPPORTING_DOCS/7.3.1.%20Institutional%20Distinctiveness%20(1).pdf)

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

7.3.2 - Plan of action for the next academic year

1. To introduce Add-on-Courses from the session 2022-23.
2. Introduction of Honours course in Hindi.
3. To encourage the faculties to focus on quality research publications and undertake research projects along with collaborative research.
4. to organize online and offline lectures series for faculties as well as students.
5. Student and Teacher Exchange Programmes to continue.
6. To organize institutional/State/National level seminars/workshops, conferences/popular talks.
7. More extension activities through NSS, NCC and other sells and departments.
8. Campus development, renovation and construction.
9. Installation of more CCTv in the campus.
10. Development of more ICT classrooms.
11. Extension and construction of classroom buildings with ICT facilities.
12. Registration of Alumni Association.
13. organizing Alumni conclave.
14. Increasing programme of students' enrichment.
15. Skill enhancement and capacity building programme for students.
16. conducting training programmes for existing and outgoing students for competitive examinations, Soft skill development, personality development, etc.
17. Career guidance programme fo the SSC exams and banking will be conducted.
18. Taking initiative for introducing Enterprise Resource Planning (ERP).
19. Enriching college website.
20. Obtain overall feedbacks from students, teachers and Alumni.
- 21, Extending financial assistance to more number of teachers for attending national/international seminars/workshops and conferences.
22. Cleanliness drive and plantation programme to continue.
23. To conduct green audit by outside agencies.
24. Adoption of villages

under Unnat Bharat Abhiyan (UBA). 25. Community service/extension activities in the neighbouring schools and villages in collaboration with NSS, ECO club etc and increasing involvement of students in community works.