YEARLY STATUS REPORT - 2023-2024

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.	03751-272009
• Mobile No:	9401709323
• Registered e-mail	mrgcollege@gmail.com
• Alternate e-mail	kakotyatonu@gmail.com
• Address	Segunbari
• 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.	**03751-272009**
• Alternate phone No.	**03751-272009**
• 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/upload/aqar/1720248941.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/upload/acalender/1735551654.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**70.65**	**2004**	**08/01/2001**	**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
Institutional	**Govt. Fee Waiver Scheme**	**State Government**	**2023-24**	**24,72,570**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of	View File

IQAC		
9.No. of IQAC meetings held during the year	`04`	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	`Yes`	
• 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`	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)

- `Participation in AISHE`

- `Workshop cum Training Programme on Enterprise Resource Planning (ERP) for Teaching and Non-Teaching staff.`

- `Conduction of quality audits Green Audit and Environment audit.`

- `Community services in the neighbouring schools and villages.`

- `Organizing of National Seminar.`

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
Development of more ICT based classrooms	Not obtained due to fund constraints
Campus development, renovation and construction	Renovation of stage of Auditorium-1.
Focus on quality research publications and undertake research projects along with collaborative research	Three research papers were published in journals listed on the UGC website. Faculty members are focusing more on quality research publications
Introducing summer internship programme	Five students have successfully completed the summer internship program and have submitted the research projects undertaken under the guidance and supervision of the concerned faculty members
National seminar/conference and workshop to be conducted	The Department of English conducted a national conference on February 3rd, 2024; the Department of Hindi organized a Kendriya Hindi Sansthan Agra-sponsored national seminar on November 4th, 2023; and the Department of Sociology organized an ICSSR-sponsored national seminar on May 3rd and 4th, 2024.
Holding of Book Fair	The Book Fair was held from January 19th to 23rd, 2024
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	NSS, Eco Club, Women's Studies and Development Cell conducted extension activities/community service in the neighbouring schools and villages.

13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, Margherita college	30/09/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-2023	19/03/2024

15.Multidisciplinary / interdisciplinary

Margherita College, affiliated with Dibrugarh University, adheres to the university's curriculum. The Choice Based Credit System (CBCS) curriculum was introduced in 2019, and in alignment with the National Education Policy (NEP) 2020, the college has adopted a four-year undergraduate program starting from the 2023-24 academic session. The college offers programs in Humanities, Social Sciences, Education, Commerce, and Sciences. In line with the new education policy, various generic elective courses and value-added courses have been incorporated into the syllabi fostering a more comprehensive academic experience. Moreover, the college provides an extensive selection of skill-based courses, as well as numerous add-on courses designed to enhance students' practical knowledge and employability, ensuring they are well-prepared for the demands of the modern workforce.

16.Academic bank of credits (ABC):

With the introduction of the four-year undergraduate program, the guidelines regarding the Academic Bank of Credit issued by the affiliating university is being implemented by the institute and all the students across all disciplines have registered in the ABC portal. The records of these registrations are being systematically maintained by the Nodal Officer of the ABC Committee.

17.Skill development:

Under the CBCS Curriculum of Dibrugarh University., the college offers Skill Enhancement Courses (SEC) such as Tourism Management, Basic in Elementary teaching learning, and Entrepreneurship. 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. With the introduction of Four-year undergraduate programme in 2023, the institute offers Skill enhancement courses like Event management,

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Soft Skills and Personality development, Advertisement Preparation of Print Media, ICT in Education, Soft Skills, Legal Literacy, Techniques of social research, Legislative procedures in India, Ms Excel and its Application in Business, Html and CMS Tools, Multimedia Applications and Tools. The Add-on-courses designed by the institute are also in line with the additional skill enhancement of the students and preparing them for the job interviews. The students are encouraged to participate in intercollegiate functions which also contribute towards their skill enhancement and builds up confidence in them. The college conducts regular workshops, seminars, lectures, presentations, and training programmes which aim at the skill development of its stakeholders.. 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 follows the curriculum offered by Dibrugarh University. Since 2019, under the CBCS curriculum, and with the introduction of the Four-Year Undergraduate Programme in 2023, Modern Indian Languages (MIL) such as Assamese, Hindi, and Bengali have been made compulsory for all undergraduate students. Additionally, Honours programs in Assamese and Hindi are available. The classrooms of the college are multilingual, with English and Assamese as the primary mediums of instruction, while Hindi is also used when required. Furthermore, subjects like Value Education, Human Rights Education, "Human Rights in Comparative Perspective," and "Gandhi and the Contemporary World," among others, are included in various programmes to inculcate cultural values rooted in Indian tradition, helping students develop a value-oriented outlook. The college's central library boasts a substantial collection of literature on indigenous art, craft, theatre, languages, literatures, and culture. The Department of Anthropology supervises project work focusing on the socio-cultural beliefs and value practices of different tribes and ethnic communities in and around Margherita. The Tribal Study Centre in the college showcases the rich cultural heritage of the tribal communities. In the near future, the college plans to design and offer add-on courses centered on Indian knowledge systems. Yoga is actively promoted through regular activities.The college also celebrates International Mother Language Day and organizes programs to commemorate the birth anniversary of Rabindranath Tagore in Bengali, Silpi Divas in Assamese, and Hindi Divas. These programs aim to promote India's rich cultural heritage and instill a sense of pride and appreciation among students.

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

Margherita College is affiliated with Dibrugarh University, which provides the framework for curriculum design, including credits, assessment systems, and other essential aspects that the college has to follow. The institution places a strong emphasis on ensuring that students gain a comprehensive understanding of the curriculum, along with the expected outcomes and achievements. Faculty members guide students by clearly outlining course-specific outcomes through various means such as orientation programs, classroom discussions, and expert lectures. In addition to regular classroom teaching, the college offers tutorial classes and operates a mentor-mentee system, both of which prioritize outcome-based education. The institution actively uses continuous assessment methods, including unit tests, assignments, and course-related activities, to evaluate and measure students' progress. These internal assessment tools are designed to align with the desired course outcomes, ensuring that students' academic achievements are effectively monitored and supported.

20.Distance education/online education:

Margherita College is equipped with two open and distance learning centers: Krishna Kanta Handique State Open University (KKHSOU) and the Centre for Distance and Online Education (CDOE), Dibrugarh University. KKHSOU offers undergraduate programs in Arts and Commerce, as well as postgraduate programs in Assamese, Education, English, History, Sociology, and Political Science. Additionally, it provides diploma courses in Human Resource Management and Tourism Management. Meanwhile, CDOE, Dibrugarh University, offers undergraduate programs in B.Com (General), B.A. (General), and B.A. (Honours) in Assamese, Economics, Political Science, and Sociology. The center also offers postgraduate programs in Assamese, Economics, Education, English, Political Science, Sociology, and Commerce. The faculty members of Margherita College are actively involved in teaching students enrolled in these centers, conducting classes on Sundays to accommodate their schedules. Regular study materials are designed and distributed to ensure students have the resources they need for successful learning. In addition to traditional teaching methods, online classes are held whenever necessary, allowing students to stay up to date with their coursework. These online sessions facilitate real-time interaction between students, teachers, and peers, making it easier for students to clarify doubts and engage with the material in an interactive manner.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**344**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**1515**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**715**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**249**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**56**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**33**

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	**26**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**58.5**
4.3 Total number of computers on campus for academic purposes	**75**

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.**
- **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 extra-curricular activities.**
- **Sessional examinations are conducted periodically as per university calendar and its results are displayed in the departmental notice board.**
- **Periodical meetings of Head of the Departments are held with the Principal in presence of Vice Principal, Academic Coordinator and IQAC Co-ordinator to take review and discuss the curriculum delivery.**
- **Assignments, seminars, group discussion and projects are given to the students under the supervision of the concern faculty members.**

- **Guest lecturers from other institutions are arranged to give exposure of the current trends and the latest subject knowledge.**
- **The departments organize study tours, excursions, field projects and industrial visits for students' exposure to practical knowledge.**
- **Student-Teacher -Guardian Scheme (Mentor-Mentee) is implemented for identifying problems of the students regarding academic, social and financial issues.**

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)

1. **Classes and Lab time-table – An academic calendar is prepared by the concerned official at the beginning of each semester in line with the University's calendar consisting of various curricular, extra and co-curricular activities. The calendar is uploaded on college website and displayed on notice boards.**
2. **Course files and Lecture Plan-Course file of each subject is prepared consisting of detailed teaching plan.**
3. **Internal Examinations- The tentative dates of Internal Examination and End-Semester Examinations are mentioned in the academic calendar. Examination schedule is announced in advance by the Academic Coordinator. In case of labs and projects, internal viva and practical exams are conducted by respective departments.**
4. **Question Paper Setting- The question papers of internal examination is prepared by concerned faculties and is monitored by Head of the department. Along with the sessional exam question papers SEC, VAC, AEC question papers of the FYUGP final exam, prepared by the concerned faculty members.**
5. **Exam sheets evaluation- The answer sheets are evaluated as per Dibrugarh University guidelines to ensure transparent and unbiased evaluation.**
6. **Assignments, Group Discussion and Class Test- - Assignments, Group Discussion and Sudden Test are also the part of Continuous Internal Evaluation.**

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

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**A. All of the above**

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

19

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

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)

08

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

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

199

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

199

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

- **As an integral part of the regular UG Programme which prescribes certain courses that incorporate vital issues related to Gender Equity, Human Values and Ethics, Environment, Waste Management and Sustainability. The courses like "Feminism: Theory & Practice" in Political Science, "Gender & Education" in Education, "Sociology of Gender" and "Gender and Violence" in Sociology, "Women's Writing" in English provide scope for comprehensive acquisition of knowledge in Gender issues, and "Human Rights Education" in Education, "Human Rights in Comparative Perspective' & "Gandhi and Contemporary world" in Political Science, and "Environmental Economy" in Economics, 'Environmental History"**

in History, "Environmental Sociology" in Sociology, "Partition Literature" in English on human values and sustainability.

- Through multiple programmes conducted under the aegis of National Service Scheme (NSS), National Cadet Corps (NCC), as well as in campus & outreach programmes/activities in the initiative of Women Cell, Sexual Harassment Prevention and Empowerment Cell, Eco Club, and so forth. Such activities include observation of Gender related days like "International Women's Day", "National Girls' Day", awareness programme on women health, hygiene & gender equity; regular observation of "World Environment Day", Earth Day", plantation drive etc. addressing environment & sustainability issues.

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	No File Uploaded

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

07

File Description	Documents
Any additional information	View File
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)	View File

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

190

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	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	[View File](#)

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	[View File](#)
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1340

File Description	Documents
Any additional information	[View File](#)
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

436

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

The Institution has adopted policies to assess learning levels of advanced, average, and slow learners. An orientation program is conducted at the beginning of each session, familiarizing students with the institution, teaching-learning processes, and available facilities.

The institution assesses learning levels through various tools, including sessional exams, assignments, seminar presentations, Group Discussions and viva-voce exams. Centrally conducted tests and sessional exams are also administered. Counselling sessions are regularly conducted for the learners, engaging experts from various fields.

Remedial classes are provided for slow learners, and tutorial classes are also conducted. Lecture notes and course materials are also provided to slow learners. Advanced, average, and slow learners participate in capacity development and skill enhancement training programs, focusing on soft skills, language and communication, and life skills organized by the institution.

The selection of advanced and slow learners is based on their performance in the previous or appeared examinations. Special programs have been adopted to identify and support these learners:

Programs for Advanced Learners:

1. Encouragement to participate in co-curricular and extra-curricular activities.

2. Opportunities to enroll in add-on courses for creativity, intelligence, and emotional quotient development.

3. Motivation for higher studies (post-graduation and other courses).

4. Felicitation of semester and subject toppers.

Programs for Slow Learners:

1. Remedial coaching.

2. Extra/tutorial classes.

3. Provision of lecture notes and course materials.

4. Frequent attendance checks, with communication to parents.

5. Regular review of academic performances (exam review meetings and analysis).

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	View File

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

Number of Students	Number of Teachers
1515	56

File Description	Documents
Any additional information	[View File](#)

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

To create a student-centric learning environment, the institution combines traditional and modern teaching methods. Various student-centric approaches, such as experiential learning, participative learning, and problem-solving methodologies, are employed to enrich learning experiences.

To foster interactive and engaging classes, most teachers incorporate Audio-Visual aids, Google Classroom, and regular exposure and field visits. These initiatives encourage student participation in curricular and co-curricular activities. Talk programs, conducted by various departments, help students exhibit and refine their talents. Participative activities, including group discussions, projects, field visits, educational tours, departmental seminars, and lectures, enhance critical thinking and motivation beyond theoretical knowledge.

The college and students actively participate in these activities, both within and outside the institution. Internal examinations are carefully planned to assess student performance. Written assignments, submitted individually, help develop self-confidence and academic writing skills. Students are encouraged to present the seminar papers to develop the oratory skills. Most departments incorporate specific methods, such as field projects, presentations, and invited talks, on a regular basis.

Activities like project work, fieldwork, seminars, excursions, NSS special camps, and NCC camps, regularly conducted by the institution, inculcate participative learning and problem-solving methodologies among students.

File Description	Documents
Upload any additional information	View File
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

The teachers at our college utilize various ICT tools, including PowerPoint presentations, spreadsheets, and animations, to illustrate concepts and enhance student understanding. Faculty members leverage ICT tools to improve the teaching-learning process, incorporating LCD projectors and laptops into classroom instruction.

To facilitate communication, collaboration, and information sharing, the college employs various digital platforms, including email, WhatsApp groups, Google Meet, Zoom, Google Classroom, Telegram, ERP System, and the college website. These tools enable faculty to teach, communicate, provide materials and syllabi, make announcements, conduct tests, upload assignments, make presentations, address queries, mentor, and share information.

Since introducing the ERP System, attendance for all classes has been taken both online and in traditional offline mode. The college library also provides access to various online databases. Furthermore, the college website regularly updates syllabi and study materials for students, ensuring easy access to essential resources.

File Description	Documents
Upload any additional information	View File
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

56

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

2.4 - Teacher Profile and Quality

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

33

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

25

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

870

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, adhering to Dibrugarh University guidelines. The College conducts internal assessments through various processes, including seminars, group discussions, home assignments, and projects, with submissions required as per predetermined directives. Attendance carries a 5% weightage, and both written and oral methods are used to assess student progress and intelligence.

The Continuous Internal Evaluation (CIE) System carries 20% weightage. Two sessional examinations are conducted each semester, following university norms. Retests are conducted under exceptional circumstances. Internal examination marks are displayed on the respective departmental notice boards. Class tests, individual and group presentations, are also conducted to assess and improve learner performance. Answer scripts are shared with students after evaluation.

Since the introduction of FYUGP, in-semester assessments for papers have been conducted according to strict guidelines issued by the affiliated (Dibrugarh) University.

File Description	Documents
Any additional information	View File
Link for additional information	**Nil**

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

The Grievances handling mechanism regarding internal examinations is completely transparent at Margherita College. Exam schedules for internal exams are centrally prepared and circulated by the authority well in advance. These schedules are prepared according to

the Academic Calendar issued by the University authority and communicated to the student community in advance.

All faculty members discuss the components of internal assessment and evaluation with students at the beginning of every semester, and this process continues until the completion of the program. Internal examination routines are carefully prepared. After the internal examination, evaluated scripts are shown to concerned students. Students can also report to the concerned authority regarding course progress if it is not satisfactory before the commencement of exams.

Grievances related to internal examinations are mostly resolved at the departmental level and, on occasion, by the Examination Conduction Board. Errors in marks, attendance, subjects, etc., are immediately addressed, corrected, and disposed of by the concerned department or Examination Conduction Board. Each member of the exam boards takes steps for quick disposal of student grievances. Close and continuous communication is maintained by board members for speedy disposal of queries.

In cases of internal practical tests, if students point out discrepancies, concerned teachers take immediate action to address and resolve the issues.

File Description	Documents
Any additional information	View File
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 objectives and course outcomes of various programs offered by Margherita College, affiliated to Dibrugarh University, are clearly defined and highlighted at the beginning of each syllabus. The College prospectus, published regularly and available on the College website, outlines the institution's vision and mission. It emphasizes promoting value education through motivated and trained faculty members, preparing students to accept various challenges.

The college has a well-established mechanism for communicating learning outcomes of programs and courses, which are uploaded on the college website. The college prospectus and academic calendar are also made available to teachers and students, ensuring transparency and easy access to important information.

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/1736850783.pdf
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 adheres to the syllabi prescribed by Dibrugarh University, its affiliating university, for all subjects and courses. To ensure comprehensive coverage, the college designs a detailed course teaching and lesson plan at the beginning of each academic session. The Academic Coordinator, in collaboration with department heads, closely monitors the execution of the assigned syllabus, ensuring its timely completion.

The final outcome of each course is evaluated through a thorough analysis of student performance in semester examinations. Based on these results, necessary decisions are made to improve student outcomes, informing data-driven initiatives for academic enhancement.

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

191

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/IQAC_SUPPORTING_DOCS/1735015797.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

14

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

03

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

30

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

3.3 - Extension Activities

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

1. **Extension Programme at Chariali Mazdur Lower Primary School, Margherita**

The Department of Economics conducted an extension session at Chariali Mazdur Lower Primary School, Margherita on June 02, 2023.

Dr. Jyoti Gogoi, assistant professor Margherita College, oversaw the session and stressed the need of forming healthy habits early on.

1. **Programme Report: Student Development Programme (SDP)**

A Student Development Programme (SDP) on Stress and wellness: Finding your balance was conducted for the students of Margherita College on 6th October, 2023. Dr. Atonu Kakoty, Principal, Margherita College delivered the Welcome Address followed by the objectives of the programme delivered by Ms. Mayurakshi Ojah, Asst. Professor, Dept. of Management..

1. **Presented research paper in the seminar organized at DHSK College**

Three students namely Mr. Vivek Limboo, Mr. Ronit Majumdar and Ms. Anju Santai of degree 3rd semester of Anthropology department had presented research paper in the seminar organized at DHSK College on the occasion of World Anthropology Day on 15th February, 2024.

1. **The day of BIBHAJAN VIBHISIKHA SMRITI DIWAS was observed in the premises of Margherita College on 14th August 2023 at 1 p.m. by the Department of Hindi with collaboration with Margherita college students Unit.**

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

01

File Description	Documents
Any additional information	[View File](#)
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

17

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

17

File Description	Documents
Report of the event	View File
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

06

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

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

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

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	**No File Uploaded**
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 Institute offers programmes in Arts, Science and Commerce across 19 departments. It is equipped with 20 rooms, including a Language Lab, a Conference Hall, and two Auditoriums. Among these, fiveclassrooms—comprising the Language Lab, Conference Hall, and Auditorium—are ICT-enabled, making them suitable for audio-visual presentations. The institute also has two portable projectors, which can be installed in classrooms when needed, and is actively working to equip additional classrooms with projectors. It has a central library with reading room, both for teachers and students. Support facilities include teachers' common room, departmental rooms, Students' Union Room, separate common room for girls and boys, and canteen for students and staff. It has own water-purifying installed at various corridors of the campus. The institute provides Wi-Fi facilities, and it also offers a playground for recreational activities, as well as parking spaces within the campus. Sustainable practices are prioritized, with solar-powered streetlights installed for campus illumination, contributing to the institute's green energy initiatives Additionally, multiple fire extinguishers are placed across the campus to prevent and address any fire-related incidents and a power backup system to ensure uninterrupted services. For safety and security, the entire campus, including classrooms, is under continuous CCTV surveillance.

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 institution promotes a variety of cultural activities, sports, games (indoor as well as outdoor). The campus features a playground suitable for cricket, volleyball, football, basketball, and athletics. To support students engaged in different sports, the college has appointed a physical instructor who oversees training and coaching. While the college is yet to develop dedicated facilities for indoor games, students are provided with guidance and

resources to practice activities such as chess, table tennis, and carom on campus. Although there is no separate yoga center, the Auditorium is utilized for conducting yoga sessions.The college also makes use of the Conference Hall, Auditorium, and Open Stage to organize cultural events. Additionally, the institution is equipped with various music instruments, including the harmonium and tabla, to support musical activities and events on campus.

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.

05

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

05

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

13.94

File Description	Documents
Upload any additional information	View File
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 is well-managed, offering a seamless system for both students and teachers to borrow books with ease.. The Reading Room is large with separate rooms for the students as well as the staff that encourage them to spent a time exploring books and journals. The library is equipped with multiple computers for browsing books and journals, along with a photocopying machine to facilitate the learning process. The library operates using SOUL software, and the OPAC (Online Public Access Catalogue) facility is available through the Library Management System. The library's collection includes a total of 32,621 copies, comprising textbooks and reference books, along with 7 journals, 75,000 e-books, 5,000 e-journals, and 4 newspapers. Additionally, it offers a variety of dictionaries, encyclopedias, annual publications, and guidebooks for different competitive exams. The library is an active member of INFLIBNET, providing access to a wealth of digital resources. Each department has a miniature departmental library to further support academic activities. For security and safety, the entire library is under CCTV surveillance.

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	**A. Any 4 or more 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)	<u>View File</u>

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)

11.55

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

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

72

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 regularly updates its infrastructure to meet the evolving technical requirements. It is equipped with an Airtel Wi-Fi connection offering a speed of 40 Mbps. The library operates its own dedicated server, supported by the Online Public Access Catalogue (OPAC) within the campus. Each department is provided with desktop

computers connected to the LAN. The college also has one computer lab accessible to both students and faculty. Additionally, the college maintains a student portal linked to the college website, which facilitates admission and related transactions. The entire campus is Wi-Fi enabled and under continuous CCTV surveillance to ensure security. The administrative branch has a dedicated server, connected via a local area network (LAN), with a dedicated internet facility for smooth operations.

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

4.3.2 - Number of Computers

75

File Description	Documents
Upload any additional information	[View File](#)
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	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

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

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

23.57

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	View File
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 college has constituted various committees to oversee the maintenance of both physical and academic support facilities. These include the Library Committee, Purchase and Construction Committee, Budget Committee, Stock Verification Committee, Campus Beautification Committee and more.

- **Laboratories: The Head of the Department submits a list of required laboratory equipment to the Principal, who then discusses the needs with the Purchase Committee. After proper verification of stock, the requirements are fulfilled.**

- **Sports complex: The physical instructor takes the responsibility of safekeeping of the sports goods/materials.**

- **Library: Authorized vendors are relied upon for the maintenance of library hardware and software. The librarian, with the assistance of an outsourced technical professional, ensures that software is periodically updated and maintained.**

- **Computers: The institution continually upgrades its IT infrastructure as needed. A service provider is hired for hardware maintenance.**

- **Classroom and Infrastructure facilities: Classrooms and conference halls are painted or whitewashed annually. Maintenance of CCTV systems, biometric attendance machines, electrical works, and equipment such as the pump house and generator rooms is handled by hired services as required.**
- **Campus Cleaning: The college authority assigns various personnel to maintain cleanliness across classrooms and throughout the entire campus.**

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

838

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

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

26

File Description	Documents
Upload any additional information	<u>View File</u>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<u>View File</u>

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/1735016104.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

453

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

453

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	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

04

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

21

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

02

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.

09

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)

The Student Union at Margherita College is well-defined and exists to reflect students concerns and to facilitate student engagement. Promoting and overseeing students' cultural, athletic, and social interests as well as serving as a venue for the union's other activities constitute the Union's primary responsibility. It primarily works for students' general welfare. It also has its representation in different committees of the college. . The MCSU engages in activities that have been authorized by the college authority. In 2023-24, the Margherita College Students Union (MCSU)

organised events such as Annual College Week, cleanliness drive, and a one-week bihu (Folk dance of Assam) workshop.

Students have their representation in the following cell and committees of the college.

- Student Enrichment Cell
- Code of conduct implementation and monitoring committee
- Student Grievance Redressal Committee
- Margherita College Library Committee
- Margherita College Feedback Committee
- Anti-Ragging Committee
- Gender Champion Committee
- Unnat Bharat Abhiyan

The MCSU is under oath to protect the interests of the college by carrying out their duties and responsibilities in a conscientious and responsible manner.

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

66

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

The Margherita College Alumni Association has been at the forefront of supporting the college's growth and development, fostering a strong sense of community and commitment among its members. During the 2023-24 academic year, the association undertook several key initiatives .

Key Highlights:

1. Charge Takeover Ceremony: On November 18, 2023, the new committee of the Margherita College Alumni Association took charge. The first executive meeting of the new committee was held on February 3, 2024.

2. Infrastructure Development: The Alumni Association on January 30, 2024 requested Hindustan Oil and Exploration Company Limited to support the construction of a state-of-the-art video conferencing hall at Margherita College. This project, part of the company's CSR initiative, aims to enhance the college's infrastructure.

3. Campus Recruitment Drive: In collaboration with Satin Creditcare Network Ltd., the Placement Cell and Margherita College Alumni Association organized a successful Campus Recruitment Drive on May 11, 2024.

4. Provincialisation Discussion: Alumni representatives held a productive discussion with Dr. Atonu Kakoty, Principal, on May 11, 2024, regarding the provincialisation of Margherita College's Science Stream.

The Margherita College Alumni Association's activities during the 2023-24 academic year demonstrate its unwavering commitment to supporting the college's growth, development, and excellence.

File Description	Documents
Paste link for additional information	https://margheritacollege.in/admn_portal/web_files/IQAC_SUPPORTING_DOCS/1735141763.pdf
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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

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	https://www.margheritacollege.in/upload/prospectus/MRGC%20Prospectus.pdf
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. The principal and the IQAC coordinator distribute various duties and responsibilities to the teaching and non-teaching staff for the smooth functioning of various academic and

administrative activities.
3. 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 extra-co-curricular activities.

File Description	Documents
Paste link for additional information	https://www.margheritacollege.in/upload/ORGA NOGRAM%20MRGC.pdf
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 the effective deployment of the institutional strategic plan in the following ways:

1. To adapt to rapid technological changes, 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. Individual subject teachers also create WhatsApp groups to share necessary study material with students. Furthermore, all the important announcements are also shared with the students via WhatsApp groups.
4. Students are notified about upcoming events or programs on departmental web pages of the college website.

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 the 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	https://www.margheritacollege.in/index.php
Link to Organogram of the Institution webpage	https://www.margheritacollege.in/upload/ORGANOGRAM%20MRGC.pdf
Upload any additional information	View File

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	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

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)

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

04

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)	View File

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

04

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

33

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	View File
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 institute reviews the performance of its teaching staff based on the following parameters:

1. Teaching Activities.

2. Social extension activities.

3. Research Activities

4. Participation in various cells/ committees of the College.

5. Skill Upgradation

6. Participation and Performance at FDP/Refresher/ STC.

7. Work discipline

For Non-Teaching Staff:

The institute reviews the performance of its non-teaching staff based on the following parameters:

1. Task Execution

2. Skill upgradation

3. Participation in various cells and committees of the College.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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 audit is an ongoing continuous process.

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)

1.02

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

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

The annual budget is prepared according to the departments' 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	View File

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

1. All the departments were suggested to initiate a Research Proposal and consequently submit to the funding agencies for availing research funds as per the proposal.
2. All the departments and cells were encouraged to establish Industry-Institute partnership through MoU (Memorandum of Understanding)
3. All the concerned departments were encouraged to open add-on courses to facilitate the students to acquire and develop innovative and creative skills through a wide array of course offerings.
4. It is being suggested by IQAC to collaborate with various eminent colleges for the Faculty Exchange Programme so as to get exposure to different cultures and study environments. It also helps the students to understand the subject domain from different perspectives.

File Description	Documents
Paste link for additional information	https://www.margheritacollege.in/iqac.php
Upload any additional information	View File

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. At the end of every semester, IQAC headed by the principal interacts with the students where various issues and problems faced by the students are shared and noted down to take

corrective measures accordingly.

2. IQAC suggested that Academic-Administrative Audits for all the departments be made mandatory for the overall improvement of the 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)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
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)	View File

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

1. Margherita College offers a broad spectrum of Social Science courses, including English, Political Science, and Sociology, with a particular focus on promoting gender studies to foster inclusivity and academic exploration of gender issues.
2. The college is committed to community and campus engagement through programs like health and hygiene workshops, equity-

centered seminars, and awareness camps. These initiatives aim to empower female students and extend support to women in the neighboring communities, promoting awareness and well-being.

3. Reflecting its dedication to gender inclusivity, Margherita College ensures a supportive environment for female students and faculty by providing separate restrooms and a designated common room, offering spaces for comfort, privacy, and relaxation.

4. Over the years, the institution has significantly increased female representation in its teaching faculty, demonstrating its commitment to fostering gender diversity and empowering women in academia.

5. To enhance campus safety, the college has installed a comprehensive CCTV surveillance system. This proactive measure ensures the well-being of all, with particular attention to safeguarding female students and faculty members, creating a secure and vigilant environment.

File Description	Documents
Annual gender sensitization action plan	https://margheritacollege.in/admn_portal/web_files/IQAC_SUPPORTING_DOCS/1735559882.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://margheritacollege.in/admn_portal/web_files/IQAC_SUPPORTING_DOCS/1736580551.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste

management Biomedical waste management E-waste management Waste recycling system
Hazardous chemicals and radioactive waste management

1. **In alignment with the Supreme Court of India's March 2020 directive advocating the use of A4 size and double-sided printed paper for court proceedings, Margherita College has adopted sustainable practices within its administrative and academic framework. The college optimizes paper usage by repurposing single-sided printed sheets for official and academic purposes and prioritizes the distribution of study materials in digital formats to reduce paper consumption.**
2. **Demonstrating its commitment to eco-conscious waste management, Margherita College has installed strategically placed dustbins across its campus, encouraging systematic and environmentally friendly solid waste disposal among its community members.**

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	<u>View File</u>

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	<u>View File</u>
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	C. Any 2 of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	D. Any 1 of the above

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).

Margherita College is deeply committed to celebrating and harnessing the diverse cultural and linguistic heritage of its community as a cornerstone of its vision and mission. The college adopts a bilingual instructional approach, offering lectures in both English and Assamese, with study materials available in both languages. This flexibility ensures that students can learn in their preferred language, fostering an inclusive academic environment. Additionally, Assamese, Bengali, and Hindi are offered as subjects across all three streams—B.A., B.Com., and B.Sc.—reflecting the college's dedication to linguistic diversity and student-centered learning.

To further its commitment to inclusivity, the college has established a Tribal Study Centre, a hub for preserving and promoting the rich cultural heritage of tribal communities in the region. The center highlights the unique traditions and histories of these communities while fostering dialogue and understanding among the broader student body. This initiative aligns with the national agenda of fostering a cohesive and inclusive society by emphasizing cultural appreciation and awareness.

Margherita College also actively nurtures values of tolerance, communal harmony, and inclusivity through a variety of programs. Cultural events, academic discussions, and commemorative activities, such as celebrating the lives and contributions of iconic figures, bring together students and staff from diverse cultural, linguistic, and socio-economic backgrounds. These initiatives not only enrich the campus experience but also instill essential values of mutual respect and unity, preparing students to contribute to a harmonious and inclusive society.

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 committed to embodying the principles, rights, duties, and responsibilities outlined in the Constitution of India. This dedication is evident across all facets of the institution, including academic and non-academic operations such as teaching, examinations, evaluations, admissions, and appointments. The college emphasizes the importance of instilling a strong sense of duty and responsibility among both students and faculty.

Upholding a zero-tolerance policy towards ragging, the college ensures a safe and respectful campus environment. To commemorate significant events like Voter's Day, Gandhi Jayanti, Constitution Day, Women's Day, and Human Rights Day, the college organizes various activities that actively involve a substantial number of students. These initiatives aim to promote awareness and foster a deeper understanding of constitutional values.

Additionally, the college engages in planning and executing diverse activities and measures to actualize these values and principles within the campus. Detailed reports and geo-tagged photographs of some of these actions are attached herewith for reference.

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	**B. Any 3 of the above**

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

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

Margherita College, recognizing the importance of fostering a sense of responsibility and duty among its students, actively organizes and celebrates both national and international commemorative days, events, and festivals. The institution takes pride in acknowledging significant occasions such as the Constitution Day of India, International Yoga Day, National Voters Day, among others. This approach not only instills a deeper understanding of civic duties but also provides students with valuable insights into the cultural and historical fabric of our nation. The celebration of these events serves as a platform for promoting a holistic and well-rounded education that goes beyond academic learning, enriching the college experience for all participants.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
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.

Practice – 1: Fostering Environmental Sustainability Through Awareness Initiatives

Practice – 2: Enhancing the Teaching-Learning Paradigm at Margherita College

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

Margherita College, located in a region rich with diverse ethnic and tribal communities, is committed to fostering holistic development through a variety of initiatives. The college has established a Tribal Study Centre dedicated to researching and preserving the traditions, cultures, and languages of neighbouring tribal groups.

The NCC Unit instils discipline, patriotism, and physical fitness, while the Yoga Cell promotes mental and physical health through regular yoga sessions. These efforts are complemented by the NSS Unit's community-focused initiatives and a vibrant sports program, which includes participation in district and state-level competitions, encouraging teamwork and discipline among students.

The Gender Champions Committee drives awareness and sensitivity toward gender equality, in alignment with national policies. The Student Enrichment Cell broadens learning beyond academics by integrating cultural, artistic, and co-curricular activities, enriching students' experiences.

Cultural programs at the college celebrate both traditional and contemporary art forms, fostering a deep appreciation for heritage while embracing modernity.

In essence, Margherita College provides a transformative educational experience, nurturing well-rounded individuals equipped with values, critical thinking, and leadership skills. By integrating innovation, community engagement, and interdisciplinary learning, the college prepares its students to excel academically and contribute

meaningfully to society, shaping them into socially responsible and future-ready citizens.

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

- **To undertake more activities in collaboration with the colleges, institutions and organisations including Student and Teacher Exchange Programmes with which MoU have been signed.**
- **Focus on quality research papers and encourage the faculties to undertake research projects.**
- **To organize institutional/state/ national level seminars / workshops conferences/popular talks**
- **Campus development, renovation and construction.**
- **Development of more ICT based classrooms.**
- **Conducting training programmes for existing and outgoing students for competitive examinations, soft skill development, personality development etc**
- **Continuation of the existing add on courses and introduction of more such courses in the next academic year.**
- **Organise awareness programmes on gender sensitisation for the students and faculty members.**
- **To organize Training Programme both for Teaching and Non-teaching Staff.**
- **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.**
- **Conduction of Green Audit, Energy Audit, and Environment audit**
- **Cleanliness drive and plantation programme to continue.**
- **To enhance alumni engagement.**
- **Encourage greater student participation in the summer internship program.**