YEARLY STATUS REPORT - 2022-2023

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:	9864233761
• 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	**fakayyemokhya@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)	https://margheritacollege.in/upload/aqar/1693997655.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/1715426164.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
InstitutionA	**Fee Waiver**	**State Govt.**	**2022-23**	**3,74,5040**

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

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 NIRF, AISHE

• Introduction of Enterprise Resource Planning (ERP).

• One week Mahindra Pride Classroom Training Programme for 6th semester girl students was organized during 03 – 07 March, 2023.

• Add-on courses introduced from the session 2022-23.

• Free Health Check-Up Camp for all stakeholders organized on 27th April, 2022.

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 introduce Add-on courses from the session 2022-23	Eight numbers of Add-on-course were introduced.
Development of more ICT based classrooms	Not obtained due to fund constraints
To organize online and offline lectures series for faculties as well as students	Initiatives were taken by the Departments
To encourage the faculties to focus on quality research publications and undertake	A total nos of 08 research papers were published in journals notified in UGC

research projects along with collaborative research.	website. Faculties are focusing more quality research publications.
Campus development, renovation and construction	04 nos. of classroom were constructed, Installation of Inverter connection in Administrative block, Net fitting in front of Departments and Central Library etc.
Introduction of Honours course in Hindi	Honours in Hindi introduced
Installation of more CCtv in the campus	CCtv installed in both Boys and Girls Hostel.
Registration of Alumni Association	Alumni Registration on 15-05-2023
Skill enhancement and capacity building programme for students	12 such programmes were conducted by departments and cells.
Taking initiative for introducing Enterprise Resource Planning (ERP)	ERP installed.
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	07/02/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	**19/03/2024**

15.Multidisciplinary / interdisciplinary

Margherita College is affiliated to Dibrugarh University and follows the curriculum offered by the University. The CBCS curriculum has been introduced since 2019. The college at present offers courses in Humanities, Social Sciences, Education, Commerce and some Science subjects. The college looks forward to the implementation of NEP from the forthcoming session where a large pool of multidisciplinary, choice-based courses will be offered. - Multiple entry and exits will come into force thereafter. Hence the offer of Mutidisciplinary/Interdisciplinary courses in our college are restricted to Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC).

16.Academic bank of credits (ABC):

As of now, the college has not registered itself at NAD and ABC. The provision will be available by the parent university for the Undergraduate level students from the forthcoming academic session. The college welcomes the concept and looks forward to adopt it.

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.

The college conducts regular workshops, seminars, lectures, presentations, and training programmes which aim at the skill development of its stakeholders. The college has organized various programmes like grammar workshops, Soft Skill Training programme, workshops on communication skills, etc. aiming at the skill development of its learners. The faculty members of the college are regularly encouraged to impart their lessons in ways which help the students augment their competencies. Add-on-courses on Event Planning and Management, Diploma in Computer Applications, NGO Management, Spoken English, Civil Service Foundation Course, Rural Development & Skill Development, Functional Hindi and Functional Bengali have also being introduced.

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

Under the CBCS curriculum offered by the Dibrugarh University, MIL (Modern Indian Language) viz; Assamese, Hindi and Bengali have been incorporated as a compulsory course for the BA students. Moreover, Honours program in Assamese is available and from next academic session, the department of Hindi will also be offering Major in Hindi. 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 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. There is a Tribal Study Centre in the college showcasing the rich culture heritage of the tribal communities. The college plans to design and offer add on courses, revolving around Indian knowledge systems, in the near future. Yoga is promoted through regular activities. The college celebrates International Mother Language Day and organizes program to commemorate the birth anniversary of Rabindranath Tagore in Bengali, Silpi Divas in Assamese etc. Such programs aim to promote the rich cultural heritage of India and inculcate a sense of pride and appreciation among the students.

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

The institution places great emphasis on providing students with a comprehensive understanding of the curriculum, as well as the expected outcomes and achievements. The CBCS Curriculum of UG course under Dibrugarh University has laid down the course outcomes. The faculty members of the college orient their students with the expected course-specific outcomes through orientation programs, classroom discussions, expert lectures, etc. In addition to regular classroom teaching, the institution also offers tutorial classes and a mentor-mentee system that prioritizes outcome-based education. Add on courses like Spoken English and Foundation Course for Civil Services are designed keeping in mind the rationales of outcome based education. 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 and Directorate of Open and Distance Learning, 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. online classes are conducted whenever necessary to help students stay on track with their coursework. These online classes enable students to interact with teachers and classmates in real time, making it easier for them to clear their doubts.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**312**

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

2.Student

2.1 Number of students during the year	**1469**

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	**522**

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

2.3 Number of outgoing/ final year students during the year	**217**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**53**

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	**26**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**43.4**
4.3 Total number of computers on campus for academic purposes	**85**

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 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.
- Guest lecturers from other institutions are arranged to give exposure of the current trends and the latest subject knowledge.
- 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. Extra book issue and personal counseling are also 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's calendar.

Compliance of Continuous Internal Evaluation with Academic Calendar-

1. Classes and Lab time-table – The time table as per the

guidelines of the affiliating Dibrugarh University and the academic calendar is uploaded in the college website.

2. 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.

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

4. Question Paper Setting- The question papers of internal examination is prepared by concerned faculties and is monitored by head of the department.

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

7. 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 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	B. Any 3 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

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)	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	**No File Uploaded**
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

232

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

232

File Description	Documents
Any additional information	**No File Uploaded**
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

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	**No File Uploaded**

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

0

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

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

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	**B. Any 3 of the above**

from the following stakeholders Students Teachers Employers Alumni

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

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

850

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

380

File Description	Documents
Any additional information	[View File]()
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 some common policies to assess the learning levels of advance, average as well as slow learners. In the beginning of every new session an orientation programme is conducted by the institution for the students. This programme helps the students to get familiarize with the institution and the overall teaching learning process, methodology adopted in teaching learning, available facilities in the institution campus and activities run by each departments throughout the academic session.

The institution assesses the learning levels of the students through various assessment tools like - Sessional Exams, Seminar presentation, viva-voce exam etc. on a regular basis. The institution centrally conducts various tests & Sessional Exams. The institution conducts counselling sessions regularly for the advanced learners engaging experts from the various fields. Remedial classes are provisioned by the departments for the slow learners and have been conducted in the session 2022-23.

The departments of the institution also conducted tutorial classes and also provide lecture notes/ course materials to the slow learners. The Advanced, Average and slow Learners are also provided with the exposure of capacity development and skill enhancement trainings.

The basis of selection of the Advance and Slow learners is based upon their performance in the previous/ appeared examinations.

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
1469	**53**

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

Learning is made more students centric through the combination of old and new methods of teaching. The institution practices various student centric methods, such as experiential learning, participative learning and problem-solving methodologies for enriching learning experiences for the students.

The institution organizes cultural exchange programmes among the students representing to diverse ethnic culture of the region and neighbouring state Arunachal Pradesh.

To make the classes interactive and interesting most of the teachers emphasize on the use of Audio-Visual aids, Field Visits on a regular intervals etc.

To enhance the thinking capacity beyond the scope of theoretical knowledge various participative activities viz., group discussions, projects, field visits, educational tours, departmental seminars, lectures are conducted. The students actively participate in these activities within and outside the college. The internal examinations are thoroughly planned to appraise the student's performances. Written assignments are also required to be submitted by students as per University regulations.

The students are encouraged to present their seminar assignments in order to help them overcome stage fear and develop oratory skills.

Almost all departments of the institution have incorporated specific methods like field projects, presentations, and invited talks on regular intervals.

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 of our college use various ICT tools like power point presentations, spreadsheets and animations for illustrating concepts to the students.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, ERP System and 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. Since the introduction of ERP System the attendance of all the classes has also taken in online mode. These applications are also being used on a regular basis. 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

53

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

30

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

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

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

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

834

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 needs to be submitted as per the pre-stated directives. 5% weightage is given to a student's attendance. 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. Answer scripts are shown to the students after evaluations.

Since the introduction of FYUGP the in-semester assessments for the papers have also been conducted as per strict guidelines issued by the Dibrugarh University in this regard.

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 with regard to internal examination is completely transparent at Margherita College. The Exam schedules for Internal Exam are centrally prepared and circulated by authority well in advance. Exam schedules are prepared

as per the Academic Calendar issued by the University authority and communicated to student community in advance. All faculty members of the institution used to discuss the components of the internal assessment and evaluation process with the students in the beginning of every semester and it goes on like that till the completion of the programme. Internal examination routines are carefully prepared

After the internal examination the evaluated scripts are also shown to the concerned students. The students can also report to the concerned authority regarding the course progress if it is not satisfactory before the commencement of exams.

The grievances related to the internal examinations are mostly resolved at the concerned departmental level and 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 takes appropriate steps 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 students 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 objective & course outcome of different courses (different programmes) offered by Margherita College (affiliated to Dibrugarh University) are clearly defined and highlighted in the top of the each syllabus.

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	https://margheritacollege.in/admn_portal/web_files/IQAC_SUPPORTING_DOCS/Learning%20Outcomes.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 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	[View File](#)
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

184

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/Student%20Satisfaction%20Survey%202022-2023.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)

NIL

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

6

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

8

File Description	Documents
Any additional information	**No File Uploaded**
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

38

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. The Department of Economics and Department of Political Science in association with Student Enrichment Cell, Margherita College organized an extension programme with the theme "Empowering communities through student service" in 1. No. MakumPaher LP School on 27/04/2023. 16 students participated in the programme.
2. The observance of Constitution Day through the Lecture Programme by the Department of Political Science in collaboration with the Student Enrichment Cell at Margherita College on 26-11-22 was a significant educational initiative. The event not only informed and inspired school students about the Indian Constitution but also engaged students and faculty members in discussions and interactive learning.
3. The department of English, Margherita College, started an online talk programme called 'LitKatha' in the month of

November 2022. From November 2022 till June 2023, it hosted six LitKatha sessions. These sessions have been attended by the students of Margherita College as well many students from different part of the state. Through LitKatha, the department has been able to reach out to many people and interact with students beyond.

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

0

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

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

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

523

File Description	Documents
Reports of the event organized	**No File Uploaded**
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

523

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

2

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

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

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

2	

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

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 with 19 departments. It has 19 rooms, one Language lab. one Conference Hall and two Auditoriums. There are six classrooms (including Language Lab., Conference hall, Auditorium) which are ICT enabled, i.e suitable for Audio-visual presentations. The institute has two portable projector which can be installed in classrooms with projector whenever necessary. The institute is making effort to install projectors in more classrooms.

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 college is equipped with wifi facilities, a playground, parking space within the campus. It has a solar-post light for campus lighting and multiple fire extinguishers to avoid fire related accidents, power backup, Green energy The whole campus and class rooms are under 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 various cultural activities, sports, games (indoor as well as outdoor).There is a playground for Cricket, Volleyball, Football, Basketball, and Athletics. The college has deputed a physical instructor to look after the training of different students pursuing different sports activities.Though the college has yet to develop indoor games facility, the students are guided timely to practice them. Chess, Table Tennis, Carom etc. are practiced in the college campus.There is no separate yoga centre in the college, Therefore, the Auditorium is used for Yoga sessions. The Conference Hall, Auditorium and Open stage are used for organizing cultural events. The college has music equipments such as Harmonium, Tabla, etc.

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.

06

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

06

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)

2.80

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 has a well managed system which allows the students and the 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 good amount of time browsing books and journals. They are supported by internet facilities. The library committee has decided to give best reader award to create reading habit and encouraging among the students. Multiple computers are there for browsing books and journals and 1 photocopying machine is there in the library to facilitate the learning process of all. It is equipped with SOUL Software. OPAC facility is made available through Library Management. It has 31985 textbooks, 1988 reference books, 07 journals, 75000 e-books, 5000 e-journals and 04 nos. of newspapers. It has also different types of dictionary, encyclopaedia, annual books and guide books for different types of competitive exams. It is an active member of INFLIBNET. In a miniature way, there is a provision of departmental library in each department. The whole library has under CCTV surveillance 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-	**A. Any 4 or more of the above**

ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

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)

5.1

File Description	Documents
Any additional information	**No File Uploaded**
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

75

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 updates its infrastructure regularly to meet the current technical requirements of the college It 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. Every departments has
been provided desktop computers connected with Lan. The college has
1 computer lab for the students as well as faculties. The college
maintains a students' portal associated with the college website to
handle admission and related transactions. The college is wi-fi
enabled and the entire campus in under CCTV surveillance. 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

85

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

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)

40.6

File Description	Documents
Upload any additional information	View File
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 various committees like Library Committee, Purchase and Construction Committee, Budget committee, stock verification Committee, campus beautification committee etc for maintenance of the college physical and academic and support facilities.

- 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: For maintenance of hardware/software authorized vendors are counted on. The softwares are periodically updated and maintained by the Librarian with the help of the outsourced technical person.
- Computers: 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, etc used in the college are maintained by hired services as and when necessity arise.
- Campus Cleaning: Various persons are assigned by the authority to maintain the cleanliness of the class rooms and the entire college campus.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

771

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

53

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/5.1.3%20Capacity%20Develop%20Programme%20Critria%20V%20Final.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

134

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

124

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	A. All of the above

appropriate committees

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

36

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

25

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

08

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.

22

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/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 of Margherita College is well-defined student body that 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 has its representation in different committees of the college. The

Margherita College Students Union engages in activities that have been authorized by the Principal and determined by the Executive Body. In 2022-23, the Margherita College Students Union (MCSU) participated in the Dibrugarh University Youth Festival and organised events such as annual college week, a planting drive, a 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 Feedback Committee
- Anti-Ragging Committee
- Gender Champion Committee
- Unnat Bharat Abhiyan
- Purchase & Tender Committee
- Construction Committee

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	View File
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

Year of Formation: 2002

Registration Status: Registered under the Societies Act XXI of 1860

Margherita College Alumni Association have always cooperated in the activities (academic & non-academic) organized by the college since its formation. Broad objectives of Margherita College Alumni Association can be summarized as follows:

1. To keep a roster of all alumni of the college and their pertinent data. .

2. Maintaining the updated and current information of all Alumni of Margherita college from time to time.

3. To promote a sustained sense of belonging to the alma mater among the alumni by being in close contact with them.

4. To provide and disseminate information regarding their alma mater.

5. To provide monetary support for the development of the institution.

6. 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.

7. To build a network of all ex students of the institution.

Margherita College Alumni Association's annual convention 'SAMPARK-2023' was held on 28th May 2023 at Margherita College. More than 250 alumnae of Margherita College participated in the Programme.

File Description	Documents
Paste link for additional information	**Nil**
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	**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 the 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	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 the effective deployment of the institutional strategic plan in the following ways:

1. To adapt to 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. Remedial 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. **Students are notified about upcoming events or programs on 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	**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 both Teaching and Non-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

11

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)	<u>View File</u>

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

02

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

37

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

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

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

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

6.4 - Financial Management and Resource Mobilization

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

The institute has a mechanism for 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	**No File Uploaded**

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

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

.125

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)	<u>View File</u>

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 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

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	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. At the end of every semester, IQAC headed by the principal interact with the students where various issues and problems faced by the students are shared and noted down to take corrective measures accordingly.
2. To have an effective teaching-learning process during the pandemic, classes were resumed online via Google meet, Zoom etc.
3. IQAC suggested for 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,	B. Any 3 of the above

national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://www.margheritacollege.in/upload/aqar/1693997655.pdf
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	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 extends a diverse array of courses in the realm of Social Science disciplines, encompassing subjects such as English, Political Science and Sociology, with a dedicated emphasis on gender studies.**
2. **Margherita College orchestrates a multitude of programs, encompassing health and hygiene workshops, equity-related seminars, and awareness camps. These initiatives are thoughtfully designed not only to sensitize the female students within the college but also to reach out to women in the surrounding community.**
3. **In alignment with its devotion to gender inclusivity, the college has taken significant steps to ensure the health and hygiene of female students and faculty by providing separate restroom facilities. Moreover, a designated common room is thoughtfully provided on the campus exclusively for female students.**
4. **Margherita College has made substantial progress in bolstering the representation of women within its teaching faculty over the years, thus actively contributing to greater gender diversity within the institution.**

Furthermore, the college has proactively enhanced the safety and security of its entire community through the implementation of a comprehensive CCTV surveillance system. This installation is

dedicated to fortifying security and vigilance, with a primary focus on safeguarding the welfare and security of female students and faculty members.

File Description	Documents
Annual gender sensitization action plan	https://margheritacollege.in/admn_portal/web_files/IQAC_SUPPORTING_DOCS/7.1.1.%20Gender%20Sensitization%20in%20Curricular%20and%20Co-curricular%20Activities.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	**Nil**

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	**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

1. **Margherita College has partnered with SRISTI Enterprise to enhance its waste recycling system by incorporating the reuse of old copies and other paper materials.**
2. **Following a March 2020 circular from the Supreme Court of India mandating the use of A4 size and double-sided printed paper for court proceedings, Margherita College has taken a similarly prudent approach in its administrative and academic operations. They maximize paper utility by repurposing single-sided used sheets for various academic and official tasks, and they provide students with electronic study materials.**

To promote environmentally friendly solid waste collection practices, Margherita College has strategically placed dustbins throughout its campus

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	**No File Uploaded**

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	**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	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

In its relentless pursuit of its vision and mission, Margherita College places paramount importance on acknowledging, respecting, and leveraging the rich diversity within its community. In line with this commitment, Margherita College has adopted a bilingual approach in its classroom lectures, demonstrating flexibility as and when required, and ensuring study materials are available in both English and Assamese. Additionally, the college offers Assamese, Bengali, and Hindi as subjects of study across all three academic streams – B.A., B.Com., and B.Sc.

Furthermore, in alignment with the national imperative of fostering an inclusive India, the college has established a Tribal Study Centre. This center serves as a bastion of cultural preservation and a platform for showcasing the rich diversity of various tribal communities of the surrounding areas.

Margherita College also actively promotes tolerance, communal harmony, and inclusivity among its student and staff communities. This is achieved through a myriad of activities, such as cultural events, academic discussions, and commemorating the

birth and death anniversaries of legendary icons.

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

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

The institution adopts a zero-tolerance approach towards ragging, ensuring that the campus remains entirely free from this practice. Numerous activities that involve a substantial number of students are organized to commemorate significant events such as Voter's Day, Gandhi Jayanti, Constitution Day, Women's Day, and Human Rights Day. Furthermore, the college actively engages in planning and executing diverse activities and measures aimed at actualizing the values and principles within the campus.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**C. Any 2 of the above**

File Description	Documents
Code of ethics policy document	[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	[View File](#)
Any other relevant information	**No File Uploaded**

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	**No File Uploaded**

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 Teaching – Learning Process

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, situated amidst diverse ethnic and tribal groups, actively promotes comprehensive growth through various initiatives. The institution has established a Tribal Study Centre to research and understand the traditions, cultures, and languages of neighboring tribal communities, organizing exhibitions and cultural activities. In alignment with its vision for holistic development, the college prioritizes physical, mental, and artistic well-being. The NCC unit enhances physical fitness and patriotism, contributing to personal and community development. The Yoga Cell orchestrates yoga programs, promoting both physical and mental health, complemented by NSS activities. Sporting events, including district and state-level competitions, instill values of discipline and teamwork. The Gender Champions Committee focuses on gender sensitivity, aligning with national directives. The Student Enrichment Cell fosters knowledge beyond textbooks, incorporating cultural and co-curricular pursuits. The Economic Forum aids

financial and employability well-being, offering scholarships and career guidance. Margherita College's cultural programs, spanning traditional and modern forms, enrich students' cultural experiences. The institution's commitment extends to financial well being, exemplified by the Economic Forum and career counseling sessions. In conclusion, Margherita College adopts a comprehensive approach to education, nurturing well-rounded individuals. Emphasizing values, critical thinking, and leadership skills, the college prepares students for academic success and life beyond the classroom. Through innovation, community engagement, and interdisciplinary learning, Margherita College shapes future-ready, socially responsible individuals.

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 encourage the faculties to publish more research papers and to undertake research projects.
- To organize online and offline lectures series for faculties as well as students.
- Student and Teacher Exchange Programmes to continue under the MoU initiatives.
- To organize institutional/state/ national level seminars / workshops conferences/popular talks
- Campus development, renovation and construction
- Skill enhancement and capacity building programme for students.
- Introducing summer internship programme
- Increasing activities in adopted villages
- Training Programme 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
- Cleanliness drive and plantation programme to continue.