

# **Annual Quality Assurance Report (AQAR)**

***of the IQAC***

**2014-2015**

**M.K.College, Subha**

***P.O. Chenga, Dist-Barpeta (Assam)***

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.

### Part – A

AQAR for the year (for example 2014-15)

2014-2015

#### I. Details of the Institution

1.1 Name of the Institution

Madhya Kamrup College, Subha

1.2 Address Line 1

Madhya Kamrup College, Subha

Address Line 2

P.O.Chenga, Dist. Barpeta

City/Town

Chenga(Rural)

State

Assam

Pin Code

781305

Institution e-mail address

madhyakamrupcollege@gmail.com

Contact Nos.

03665283080

Name of the Head of the Institution:

Dr. Suranjan Sarma

Tel. No. with STD Code:

03665283080

Mobile:

9854693347

Name of the IQAC Co-ordinator:

Sahabuddin Ahmed

Mobile:

9435828668

IQAC e-mail address:

mkcollegeiqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

ASCOBN11947

OR

1.4 NAAC Executive Committee No. & Date:

EL/34/082

(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

www.mkcollege.ac.in

Web-link of the AQAR:

www.mkcollege.ac.in

For ex. <http://www.mkcollege.edu.in/AQAR2014-15.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	C++		2004	2009
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

15-05-2009



1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC .AQAR 2014-2015 submitted to NAAC on (17/11/2015)

- i. AQAR \_\_\_\_\_ 2009-10 \_\_\_\_\_ (17/11/2015)  
ii. AQAR \_\_\_\_\_ 2010-11 \_\_\_\_\_ (17/11/2015)  
iii. AQAR \_\_\_\_\_ 2011-12 \_\_\_\_\_ (17/11/2015)  
iv. AQAR \_\_\_\_\_ 2012-13 \_\_\_\_\_ (17/11/2015)  
v. AQAR \_\_\_\_\_ 2103-14 \_\_\_\_\_ (17/11/2015)  
vi. AQAR \_\_\_\_\_ 2014-15 \_\_\_\_\_ (17/11/2015)

1.9 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☐ Rural ☒ Tribal ☐

Financial Status Grant-in-aid ☐ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☐ Totally Self-financing ☐

1.10 Type of Faculty/Programme

Arts ☒ Science ☐ Commerce ☐ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

Gauhati University

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

09

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

Nil

2.4 No. of Management representatives

Nil

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and

02

Community representatives

2.7 No. of Employers/ Industrialists

Nil

2.8 No. of other External Experts

01

2.9 Total No. of members

15

2.10 No. of IQAC meetings held

06

2.11 No. of meetings with various stakeholders:

No.

03

Faculty

03

Non-Teaching Staff Students

02

Alumni

02

Others

Nil

2.12 Has IQAC received any funding from UGC during the year?

Yes

☐

No

☒

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.

International

National

State

Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

Nil

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
Nil	

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body

Yes

☐

No

☐

Management

☒

Syndicate

☐

Any other body

☐

Provide the details of the action taken

- The Principal of the college has placed the AQAR before the Governing Body and it is approved.



## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	Nil	Nil	Nil	Nil
PG	Nil	Nil	Nil	Nil
UG	02 (Under GU& KKHSOU)	Nil	Nil	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	Nil	Nil	Nil	Nil
Others H.S& BPP	02.(Under AHSEC & KKHSOU)	Nil	Nil	Nil
<b>Total</b>	04	Nil	Nil	Nil
Interdisciplinary	No	Nil	Nil	Nil
Innovative	No	Nil	Nil	Nil

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	Nil
Annual	02

##### 1.3 Feedback from stakeholders\* (On all aspects)

Alumni ☒ Parents ☐ Employers ☐ Students ☒

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

*\*Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

As a college under Gauhati University we have no right to make any revision or update of regulation or syllabi.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
30	13	14	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

06

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
03	03	Nil	Nil	Nil	Nil	Nil	Nil	03	03

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil

Nil

10

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	07	Nil
Presented papers	Nil	15	Nil
Resource Persons	Nil	Nil	Nil

2.6 Innovative processes adopted by the institution in Teaching and Learning:

1. Remedial Coaching for educationally backward students.
2. Coaching classes for entry in services.
3. Field study/ Study tour programme.
4. Unit Test, Class Test and Home assignment for student evaluation.



2.7 Total No. of actual teaching days during this academic year

180 Days

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Our College is affiliated to Gauhati University. As such we have to follow the examination/ evaluation rule of Gauhati University.

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

Nil

Nil

Nil

2.10 Average percentage of attendance of student

80%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A (1+1+1)	Major= 111	Nil	22.52%	51.35%		73.87%
	General=158	Nil		18.98%	21.52%	40.50%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- The IQAC of the college finalises the academic calendar of the college with the help of Academic Committee.
- Provide guideline to the faculty members for preparation of Teaching Plan, Teachers Diary, and Workload etc.
- The IQAC makes correspondence with the students and takes their feedback.
- It conducts group discussion among the teaching faculty to bring innovation to teaching programme.

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	03
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others(Short Term Course)	31

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	10	02	08	09
Technical Staff	Nil	Nil	Nil	Nil

### Criterion – III

#### 3. Research, Consultancy and Extension

##### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The college has no Research Cell but the college provides all kind of facilities to our faculty to avail study leave for doing Ph.D/ M.Phil. We also encourage the teachers to go for Major/Minor research Projects.

##### 3.2 Details regarding major projects Nil

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

##### 3.3 Details regarding minor projects Nil

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

##### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	Nil	Nil	Nil
Non-Peer Review Journals	Nil	Nil	01
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	Nil	Nil

##### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

##### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations



Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	Nil	Nil	Nil	Nil
Minor Projects	Nil	Nil	Nil	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects (other than compulsory by the University)	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	Nil

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	Nil	Nil	Nil	Nil	Nil
Sponsoring agencies	Nil	Nil	Nil	Nil	Nil

3.12 No. of faculty served as experts, chairpersons or resource persons

Revised Guidelines of IQAC and submission of AQAR    2

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year Nil

3.15 Total budget for research for current year in lakhs :

From funding agency Nil From Management of University/College Nil

Total Nil

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them 2

3.19 No. of Ph.D. awarded by faculty from the Institution Nil

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF Nil SRF Nil Project Fellows Nil Any other Nil

3.21 No. of students Participated in NSS events: No

University level Nil State level Nil

National level Nil International level Nil

3.22 No. Of students participated in NCC events: No

Revised Guidelines of IQAC and submission of AQAR Nil Nil 3

University level

State level

National level

Nil

International level

Nil

3.23 No. of Awards won in NSS: No

University level

Nil

State level

Nil

National level

Nil

International level

Nil

3.24 No. of Awards won in NCC: No

University level

Nil

State level

Nil

National level

Nil

International level

Nil

3.25 No. of Extension activities organized

University forum

Nil

College forum

01

NCC

Nil

NSS

Nil

Any other

Scout &  
Guide

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Survey of Socio- economic condition in the village Subha



## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3.85 hect.	Nil		3.85 hect.
Class rooms	10466.5 sq. feet	55906.5ft.	State Govt.+MLALA D+UGC	16373 sq. feet
Laboratories	858.5 SQ. FT.	858		858.5 sq.ft.
Seminar Halls	Nil	1200 sq.ft.	Nil	1200 sq.ft.
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	Laptop Computer 15 Nos.	2 nos.	Nil	Laptop Computer 15 Nos.
Value of the equipment purchased during the year (Rs. in Lakhs)	2557655.00	Rs. 2,70,000.00	UGC	Rs.
Others i) Computer Desktop 2. Nos & + Inverter 1no. ii) Computer 4nos+ CC Camera+ Projector iii) Projector+ Accessories		Rs. 80000.00 Rs. 215276.00 Rs. 308500.00	UGC State Govt. State Govt.	Rs.3431431.00

#### 4.2 Computerization of administration and library

The central library of the college is fully computerized.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	17272	805880.00	10	2400.00	17282	805880.00
Reference Books	8048	405960.00			8048	405960.00
e-Books	40				40	
Journals	12	18500.00	3	15685.00	15	34185.00
e-Journals						
Digital Database	21500		3118		24618	
CD & Video						
Others (specify) News Paper	4	7200.00			4	7200.00

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	26	Nil	10 nos.	01	01	01	14	Nil
Added	06	Nil	Nil	Nil	Nil	01	Nil	Nil
Total	32	Nil	10 nos.	01	01	02	14	Nil

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

The Institution is going to introduce these very soon

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	Nil
ii) Campus Infrastructure and facilities	Nil
iii) Equipments	Nil
iv) Others	Nil

Total :

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC encourage student support service by field works, Scout & Guide and Disaster Management

#### 5.2 Efforts made by the institution for tracking the progression

Takes feedback from the parents of the students. It takes measures to provide Coaching, Counselling and remedial classes for the progress of students.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
760			

#### (b) No. of students outside the state

#### (c) No. of international students

No	%

Men

Women

No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
						668	45	16	31	Nil	760

Demand ratio

Dropout %

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The College has taken same measures in this respect, but they are to be implemented in the near future.

#### No. of students beneficiaries

Nil

#### 5.5 No. of students qualified in these examinations

NET

Nil

SET/SLET

Nil

GATE

Nil

CAT

Nil



IAS/IPS etc  State PSC  UPSC  Others

#### 5.6 Details of student counselling and career guidance

No. of students benefitted

#### 5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	Nil

#### 5.8 Details of gender sensitization programmes

Awareness programme on gender discrimination is organized by the women forum.

#### 5.9 Students Activities

##### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

##### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level

National level

International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	Nil	Nil
Financial support from government	31	Rs. 99397.00
Financial support from other sources	34	Rs. 168375.00
Number of students who received International/ National recognitions	Nil	Nil

## 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level Exhibition: State/ University level  National level  International level 5.12 No. of social initiatives undertaken by the students 

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_ Nil \_\_\_\_\_

**Criterion – VI****6. Governance, Leadership and Management**

## 6.1 State the Vision and Mission of the institution

To plan for developing the college as an institution of excellence that would provide our students with the best of higher education and to make all possible efforts for upgrading the college to the status of a full fledged multi stream institution.

## 6.2 Does the Institution has a management Information System

The Institution has a management Information system at present to monitor the furcating and providing information in the concerned aspects.

6.3 Quality improvement strategies adopted by the institution for each of the following:

3.1 Curriculum Development

It is done up to the latest development in Education to create more employability  
Science – technology and business management are always given preference  
New subjects: Advertising, business management, Spoken English.

6.3.2 Teaching and Learning

Traditional, e-system, micro-class, bench-marking,  
brainstorming

6.3.3 Examination and Evaluation

Sessional Exam. Home Assignment, workshop, spot  
evaluation, academic and personality test.

6.3.4 Research and Development

Minor/Major projects done by students are engaged  
in field work, assignment, projects etc.  
Collaboration with the local NGO'S

6.3.5 Library, ICT and physical infrastructure / instrumentation

Mention the facilities of library internet, wifi  
connection

6.3.6 Human Resource Management

Health Camp, Entrepreneurship, sanitation  
programme

6.3.7 Faculty and Staff recruitment

As per UGC guideline. Contractual basis, guest  
faculty.



### 6.3.8 Industry Interaction / Collaboration

Going to collaborate with some Industrial groups in near future

### 6.3.9 Admission of Students

As per GU Rule & Regulation in order of merit Gen/SC/ST

### 6.4 Welfare schemes for

Teaching	Plantation
Non teaching	Sanitation
Students	Environmental Awareness

### 6.5 Total corpus fund generated

Nil

### 6.6 Whether annual financial audit has been done

Yes

☒

No

☐

### 6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	No	Yes	Education dept.
Administrative	No	No	Yes	GB

### 6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes

Yes

☒

No

☐

For PG Programmes

Yes

☐

No

☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Unit test are held.  
Total attendance is checked.  
Multi-level questions are set.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not applicable

6.11 Activities and support from the Alumni Association

Two meetings are held every year.  
The Alumni Association helps the College by helping in its effort to make it prosperous.

6.12 Activities and support from the Parent – Teacher Association

- An Examination monitoring Committee is formed.
- Anti-ragging cell is constructed.
- No tobacco zone is made compulsory.
- Drop-out cases are studied.

6.13 Development programmes for support staff

- Coaching classes are held free of cost.
- Counselling is held with students.
- Encouragement for Research activities.
- Seminars are organized.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Plantation of trees.
- Plastic is not used.
- Vehicles are kept outside the campus.

## Criterion – VII

### 7. Innovations and Best Practices

- 7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Internet facilities and computer are provided to the faculty. Now, they have made the admission, examination and evaluation systems very transparent.

- 7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

At the beginning of the year, the college made a plan to enhance pass percentage. Various teachers students meetings were held. The pass percentage is now increasing.

- 7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Use traditional and beach marking practices effectively.
- Socio-economic conditions of the students are studied from humguitation aspect.

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

- 7.4 Contribution to environmental awareness / protection

- A procession of the students of B.A. 1<sup>st</sup> semester was held with the slogan "SAVE THE WORLD AVOID PLASTIC".
- SANITATION programme was held in Subha

- 7.5 Whether environmental audit was conducted? Yes ☒ No ☐

- 7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

- Categorised the students in three groups—weak, middle and good.
- Preventive measures are taken by way of spoken English and remedial coaching.



### 8. Plans of institution for next year

- Supply of more books to the library.
- Knitting-Cutting for Girls' would be introduced.
- Information & technology centre would be opened.

Name Dr. 17-11-2015  
Schabuddin Ahmed

Signature of the Coordinator, IQAC

Name Dr. Suranjan Sarma  
Principal  
M.K. COLLEGE  
Subha, P.O. - Chennais  
Dist. of Barak, person, IQAC

\*\*\*