



YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1.Name of the Institution		MANABENDRA SARMA GIRLS' COLLEGE, RANGIA
• Name of the Head of the institution	MRS. PRASANNA DAS BAISHYA	
• Designation	PRINCIPAL I/C	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.		
• Mobile No:	9854030936	
• Registered e-mail	principalsmsgcollege@gmail.com	
• Alternate e-mail		
• Address	Ward no. 8	
• City/Town	Rangia	
• State/UT	Assam	
• Pin Code	781354	
2.Institutional status		
• Affiliated / Constitution Colleges	Affiliated	
• Type of Institution	Women	
• Location	Urban	

• Financial Status	Grants-in aid				
• Name of the Affiliating University	Gauhati University				
• Name of the IQAC Coordinator	Ramen Ch Nath				
• Phone No.	7002488692				
• Alternate phone No.					
• Mobile					
• IQAC e-mail address	iqacmsgc@gmail.com				
• Alternate e-mail address					
3.Website address (Web link of the AQAR (Previous Academic Year)	https://msgcollege.co.in/aqar.php				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://msgcollege.co.in/acalender.php				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.3	2023	07/09/2023	06/09/2028
6.Date of Establishment of IQAC			11/05/2015		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
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			
Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No		
If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded		
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)			
Celebration of the Communal Harmony Campaign Week and Flag Day from 19th to 25th November, 2024			
Celebration of the classical language status of Assamese- "Bhasha Gaurav Saptah"			
Awareness Programme on Agniveervayu, 6th November, 2024			
District level Debate Competition, 18th September, 2024			
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	
Nil		Nil	
13.Whether the AQAR was placed before statutory body?		Nil	
Name of the statutory body			
Name		Date of meeting(s)	
Nil		Nil	
14.Whether institutional data submitted to AISHE			

Year	Date of Submission
2023-24	24/12/2024

15.Multidisciplinary / interdisciplinary

The National Education Policy (NEP) 2020 emphasizes a multidisciplinary approach to education, aiming to develop students' critical thinking, communication, collaboration, versatility, flexibility, and appreciation for diverse knowledge systems. Our institution, currently an arts-only college, has limited scope for integrating humanities with STEM fields. However, we are working to introduce science or commerce streams to facilitate this integration. In line with NEP, we have introduced Value-Added Courses (VACs), offering flexible, credit-based curricula including courses such as Environmental Ethics & Forest Ecology, and Environmental Studies. Furthermore, we plan to offer a multidisciplinary curriculum with multiple entry and exit after 1st, 2nd and 3rd year of the undergraduate program, leading to certificates, diplomas, and bachelor's degrees, respectively. The institution has Research Cell through which it is planned to engage in more multidisciplinary research endeavors to find solutions towards new challenges faced by the society.

16.Academic bank of credits (ABC):

The Academic Bank of Credits (ABC) is a digital repository of a student's academic credits and is a key component of the National Education Policy (NEP) 2020. The ABC allows students to: - Transfer credits - Store credits - Enter and exit institutions - Design their own learning pathways - Learn at their own pace Manabendra Sarma Girls' College, Rangia has registered under the Samarth e-Gov Suite. When students log in to the Samarth portal, the ABC registration link appears in their student portal under Gauhati University. The website for the Assam State Higher Education Admission Portal is <https://assam.samarth.edu.in>. Students can create their ABC links using the Samarth portal. Consequently, all students' documents and information are stored in a DigiLocker, which can be accessed anywhere in India. This ABC system helps learners take advantage of multiple entry and exit points during their chosen programs.

17.Skill development:

The college is dedicated to fostering skill development among students as a core component of its educational mission. To achieve this, it offers a certificate course in Yoga and Meditation, promoting mental and physical well-being while equipping students

with essential life skills. The college organizes a variety of programs designed to enhance student competencies, including engaging talks on health and hygiene that advocate for healthy living. In collaboration with the ICT Academy, the college conducts seminars that focus on developing technical skills vital in today's job market. Additionally, to tap into creative industries, workshops on makeup, beauty skills, and cutting and tailoring are provided, giving students hands-on experience and practical knowledge that can boost their employability. The Entrepreneurship Development Cell further enriches the skill development landscape by organizing diverse programs aimed at encouraging entrepreneurial thinking and innovation. Moreover, skill enhancement courses are integrated into the curriculum of various departments, aligned with the Choice Based Credit System (CBCS) and the Four-Year Undergraduate Program (FYUGP) under the National Education Policy (NEP) 2020. This comprehensive approach ensures that students acquire not only academic knowledge but also practical skills that prepare them for successful careers and lifelong learning.

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

The institute actively promotes and celebrates Indian languages and culture through a diverse range of events and initiatives. The commemoration of significant days such as Sanskrit Divas, Hindi Divas, and Mother Tongue Day underscores a deep respect for linguistic diversity and heritage. The inclusion of religious and cultural observances like Sankardeva Tithi, Saraswati Puja, and Bathou Puja further enriches the cultural tapestry celebrated within the institute's walls. Even internationally recognized days like the International Day of the World's Indigenous People and Yoga Day are incorporated, highlighting a global perspective interwoven with Indian traditions. This multifaceted approach demonstrates a commitment to preserving and promoting a rich cultural heritage. This commitment extends to the inclusion of the Bodo language as a general course, enriching the understanding of the Indian knowledge system. The institute's pedagogical approach also reflects this commitment. Recognizing that students often learn more effectively in their mother tongue, faculty members are given the flexibility to deliver classroom instruction bilingually, using both English and Assamese. This bilingual approach, complemented by the inclusion of Bodo, caters to the diverse linguistic backgrounds of the student body, ensuring inclusivity and accessibility in learning. The freedom offered to undergraduate students to choose between English and Assamese for their studies further emphasizes the institute's dedication to linguistic choice and empowerment. Beyond the

classroom, the institute actively encourages engagement with Indian arts and traditions through a vibrant program of extracurricular activities. The annual College Week features a series of engaging competitions designed to stimulate creativity and cultural appreciation. These competitions cover a broad spectrum of artistic expression, including essay writing, poetry recitation, and performances of folk songs and dances. This participatory approach not only celebrates existing talents but also cultivates new ones, fostering a deeper connection to the rich cultural heritage of India, including the cultural contributions reflected in the Bodo language and traditions. Students are actively encouraged to express their creativity and explore their cultural identities through these diverse competitive avenues. The overall effect is the creation of a supportive and enriching environment where academic excellence is coupled with a strong sense of cultural pride and identity. The institute's approach thus serves as a model for integrating cultural preservation with academic rigor, showcasing the diversity within the Indian knowledge system through the incorporation of the Bodo language and its cultural significance.

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

Gauhati University's outcome-based education (OBE) curriculum framework guides our teaching. This framework defines the specific skills and knowledge students should gain from each course. All faculty have received OBE training, focusing on program outcomes (POs) and course outcomes (COs) as defined by the university. During orientation, students learn about the OBE approach and understand the expected learning outcomes for their program. These outcomes are clearly defined, and teaching plans are carefully structured to achieve them. Regular meetings between faculty and students ensure the teaching methods effectively support these goals. Furthermore, we utilize technology to enhance learning. Faculty members use platforms like Google Classroom and WhatsApp to share resources and support classroom learning, further promoting student success.

20.Distance education/online education:

In addition to traditional on-campus education, the college offers distance learning programs. It currently houses a KKHSOU study center and is actively pursuing the establishment of an IGNOU study center to expand access to distance education. The college is also working to incorporate Massive Open Online Courses (MOOCs) and has signed a Memorandum of Understanding (MoU) with the ICT Academy, Guwahati to facilitate effective online and blended learning.

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	9
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	1216
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	579
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	210
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	19
File Description	Documents
Data Template	View File
3.2	19

Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	20
4.2 Total expenditure excluding salary during the year (INR in lakhs)	89.62
4.3 Total number of computers on campus for academic purposes	30
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	
The college is affiliated with Gauhati University and follows the university's curriculum. The college ensures timely and effective curriculum delivery through a well-planned process, including an academic calendar and continuous internal assessment. The college prepares and plans its own curriculum for add-on and vocational courses. - The college adopts its own academic calendar to accommodate different curricular and co-curricular activities. - The college publishes a prospectus with information about the courses offered, intake capacity, fee structure, and faculty members. - The academic committee ensures the functioning of all academic activities and regularly monitors their implementation. - The routine committee and department heads are responsible for preparing and allotting class schedules.	

- Lesson plans are made by each department, and their implementation is monitored by the respective heads.
- The college uses a combination of conventional and ICT-enabled teaching methods and provides opportunities for holistic student development.
- The college has introduced additional programs through distance learning mode and collects feedback from stakeholders.
- Faculty members actively participate in academic activities to enhance their skills.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://msgcollege.co.in/acalender.php

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

The Principal constitutes a committee at the beginning of the academic year to prepare the institutional academic calendar. This calendar is based on the academic calendar of Gauhati University and includes all the relevant information pertaining to the college such as commencement of classes, days to observe and celebrate, tentative dates for commencement of internal and final examinations, conduct of field work, conduct of co-curricular & extra-curricular activities etc. The institutional academic calendar is then placed before the IQAC, Academic Council and departments for deliberation and adoption. Efforts are given to ensure proper dissemination of information regarding the academic calendar among various stakeholders using digital and conventional means. The departments, committees & cells also prepare their own plan of actions for the entire academic year in line with the academic calendar. The Principal, IQAC & Academic Council regularly monitors the progress of curricular & conduct of cocurricular & extra-curricular activities to ensure adherence to the schedule as mentioned in the academic calendar. The IQAC resolves any difficulties faced by the departments, cells and committees in adhering to the academic calendar. The Academic Calendar incorporates schedule for various aspects of continuous internal evaluation such as sessional examinations, assignments etc.

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

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

14

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)**4**

File Description	Documents
Any additional information	View File
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**584****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****130**

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

1.3 - Curriculum Enrichment

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

This college is committed to integrating crucial cross-cutting themes—gender equality, environmental sustainability, human values, and professional ethics—throughout its curriculum. These themes are not merely supplementary but are woven into the fabric of various courses offered across a range of departments, including Political Science, Philosophy, Education, Bodo studies, History, Assamese, and Arabic. Specific examples of relevant courses include "Good Governance," "Feminism," "Value and Peace Education," and "Ecological Issues," demonstrating a commitment to addressing these topics in diverse academic contexts. Furthermore, all undergraduates are required to complete a course in environmental studies, which incorporates practical fieldwork and culminates in the preparation

of a comprehensive field report. The college's dedication extends beyond the classroom; it actively engages students through field trips, cultural events such as street plays and processions, and wellness programs like yoga and meditation. To further enhance the student experience and address broader societal issues, the college collaborates with various external organizations to provide support and resources in areas such as human rights, healthcare, anti-ragging initiatives, and career counseling. This holistic approach to education aims to prepare well-rounded graduates equipped to navigate the complexities of the modern world.

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

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

1

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

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

Nil

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

1.4 - Feedback System

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

A. All of the above

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

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

B. Feedback collected, analyzed and action has been taken

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

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1211

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

580

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

Nil

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

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

Number of Students	Number of Teachers
1211	19

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

A multi-pronged, student-centered approach to learning is implemented. Experiential learning is emphasized through fieldwork and departmental excursions, providing practical, hands-on experiences. To encourage active participation, students engage in various competitions: quizzes, debates, essay writing, and poetry contests. These initiatives are complemented by additional departmental classes and discussions designed to enhance the overall learning experience and academic performance. Finally, specialized and remedial classes cater to individual student needs, offering targeted support to ensure all students reach their full potential. This comprehensive strategy aims to create a dynamic and supportive learning environment that fosters both academic achievement and personal growth.

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

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

The institution leverages a combination of personal and centrally-provided Information and Communication Technology (ICT) tools to enhance teaching and learning. Many instructors utilize their personal laptops alongside college-provided desktop computers to integrate technology into their instruction. This decentralized approach ensures a degree of flexibility and individual adaptation to teaching styles. Complementing these individual efforts, the college offers centralized digital classroom facilities equipped with smartboards and projectors. These resources allow for large-scale, technology-driven instruction across various departments. The combined use of personal devices and centrally-managed resources provides a robust ICT infrastructure, supporting a diverse range of teaching methodologies and maximizing the potential for engaging and effective digital learning experiences for students across all departments. This blend of approaches ensures both personalized and standardized access to technology for enhanced learning outcomes.

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

19

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

2.4 - Teacher Profile and Quality

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

19

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
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

5

File Description	Documents
Any additional information	View File
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

31

File Description	Documents
Any additional information	View File
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.

For students' evaluation, two sessional examinations are conducted by the college every year, i.e., one sessional examination for odd semester and one sessional examination for even semester. In this regard, the college follows general guidelines of the affiliating university issued time to time. Along with the examination, home assignment, class attendance, project work etc. are also conducted. The following are the highlights of the mechanism prepared by the examination committee in consultation with the academic committee of the college.

- Sessional Examination (SE)
- End Semester Examination (ESE)
- Surprise Test
- Open Book System
- Home Assignment
- Tutorials
- Mini Projects

- **Group Discussion**
- **Oral Examination**
- **Periodical Quizzes**
- **Interaction with students regarding their internal examination.**

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

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

In case of internal examination, after the completion of examination, the scripts are examined by the teachers of the respective departments. After the examination, answer scripts are arranged systematically subject wise and paper wise to maintain transparency in the examination process and after the evaluation, results are displayed in the notice board. If any student fails to appear in the examination due to some unavoidable circumstances, then the issue is solved by conducting a special examination to them. We are always trying to perform our level best in conducting the internal examination. Hence it is observed that normally the students are satisfied in the whole examination process. If there are any grievances with references to the evaluation, it is redressed on the spot in the following ways.

- Showing the answer scripts to the concerned students.
- If there is any discrepancy, then it is examined again.
- Checking the total marks secured.
- Checking the unmarked question, if any are marked.
- After students complain, rectify the result sheet properly.

And finally, the results are displayed by the departmental heads as resolved by the decisions of examination committee.

Students' grievance system regarding the result of external examination is efficient and time bound. In this regard, their applications to The Controller are forwarded by the Principal within the same day.

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.

Our college clearly defines and communicates learning outcomes to students, faculty, and stakeholders via the prospectus, website, and introductory sessions. These sessions also cover the college's mission, vision, and evaluation processes. Motivational lectures and structured semester routines support effective learning. We offer a B.A. program across nine departments (Assamese, English, Economics, Education, Political Science, History, Arabic, Philosophy, and Bodo), detailed in the prospectus. Student evaluation follows university guidelines. An internal examination committee ensures effective evaluation reforms, aligning with course and program outcomes. Extracurricular activities (cultural events, NSS, career counseling, skill development programs, lectures, health awareness) further contribute to achieving these outcomes. An annual college week recognizes student achievements in academics, sports, and cultural events.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://msgcollege.co.in/poco.php
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.

Our college, affiliated with Gauhati University, assesses Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs) using university-approved guidelines, curricula, and assessment methods for both undergraduate and postgraduate programs. Assessment incorporates class tests, sessional and end-semester exams, assignments, seminar presentations, group discussions, quizzes, projects, and practical/laboratory work. Teacher evaluations of learning outcomes are based on student performance in

these assessments. Post-exam analysis of results, along with continuous feedback from students and other stakeholders, informs ongoing efforts to support all students in achieving POs, PSOs, and COs.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://msgcollege.co.in/poco.php

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

294

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://docs.google.com/spreadsheets/d/1PaU4nTjbJC85qfWSaGeKjkh5LJcBR2o/edit?usp=sharing&ouid=100532241967814333748&rtpof=true&sd=true>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

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****2**

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****17**

File Description	Documents
Any additional information	View File
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

Our college conducts various extension activities in neighborhood community as a process of sensitizing students with social issues, moral values and community service. The extension activities are as follows

- 1. Taking classes in the neighbouring school by some of our students (Pragati High School, Rangia).**
- 2. Conducting classes in Pragati High School, Rangia as a neighbouring school for a duration of two months as feeder school by our teacher.**
- 3. In accordance to the "SWACHH BHARAT MISSION" students are encouraged to participate in campus cleaning and neighborhood cleanliness programmes to make aware the local community on**

Swachhata .

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

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year****0**

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

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year****0**

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

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

7

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

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

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

7

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has created adequate infrastructure and physical facilities for teaching-learning in terms of classrooms, laboratories, audio-video aids, library resources. ICT facilities like smart boards, LED Projectors are available in adequate number of classrooms. LCD screens LCD projectors, laptops and desktops are available for teaching-learning purpose. Conference Hall and Digital Seminar Hall are also used for academic lectures. The campus is wi-fi enabled. The college website incorporates the provision of online classes, uploading of study materials and e-resources along with class requisition. All the departments have departmental libraries to cater to the needs of students. Power backup facility is available in the campus for uninterrupted teaching-learning process.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://msgcollege.co.in/viewalbum.php

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

The institution has facilities which are maintained and kept open beyond the working hours for students and staff. Hall No 1 & conference hall is used for cultural activities, yoga etc. Musical instruments, microphones, sound systems, designated practice rooms etc are provided to students involved in cultural activities. Provisions for screening of documentaries and movies are present.

The Indoor Stadium is used by students for various sports such as arm wrestling, badminton, table tennis, chess, carrom, etc. The Indoor games like arm wrestling, chess, carrom etc. are performed in Hall -1. Facilities for outdoor sports like volleyball, kabbadi, kho-kho, shot put, javelin throw etc are available and these are played in college playground. The college has a dedicated Yoga Centre with the required infrastructure and professional yoga instructors are invited on a regular basis. Adequate facilities are made available for Bharat Scouts and Guides & NSS units of the College. Dedicated common room facilities for teachers and students are available for refreshment & recreational purposes.

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.

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

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

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

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

16.5

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

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The M.S. Girls' College Library has information resources that includes more than 45,000 books and other reading materials. It is housed in a spacious 2 storied building with the floor area comprising the circulation section, stack area, reading room and reference collection. The library is automated through ILMS KOHA software for data entry of books and it manages the vital library operations such as the circulation, cataloging and OPAC system. After the books are procured, they are entered in the accession register, and bar-coding of the books is done. Barcode Reader, Desktops and Scanner are available. The library practices open access system and the stack guides assist the users to the source. Library orientation and awareness are provided to the users to acquaint them with the library resources and facilities. Specialized services offered by the library include N-List and other services through INFLIBNET.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	http://msgcollege-opac.kohacloud.org/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

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

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

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

6.31995

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

78

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

4.3 - IT Infrastructure

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

The college has an adequate system for upgrading and expanding information technology infrastructure. Dedicated technical staff has been appointed for maintaining hardware and information technology infrastructure.

The electrical appliances and equipments are regularly updated and maintained in the College. CCTVs are regularly upgraded and maintained to ensure adequate campus security. ICT facilities for academic transaction such as projectors, smart boards, computers etc. are regularly upgraded. Regular maintenance of wi-fi routers etc. is done to ensure seamless access to internet through the available leased line and broad band connections. Regular maintenance and upgradation of appliances and equipment of the administrative office such as computers, laptops, printers, scanners are ensured. College automation software and other operating system and application software are regularly upgraded. The College website is regularly upgraded and various need-based modules are added from time to time. The dedicated IT Cell comprising of experienced teachers is formed and the same is mandated to look after the required upgradation and upkeep of the IT facilities, the repair and maintenance of various IT facilities of the institution.

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

4.3.2 - Number of Computers

30

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)**4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****16.5**

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

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

The procedure and system for maintenance & utilization of facilities & assets of the Institution is defined by the policy document. It is the responsibility of the various committees and cells to update the respective policies from time to time and to ensure compliance. The Construction Committee, is entrusted with the responsibility for preparation of plans and estimates and for execution of various construction works and for related infrastructure maintenance and renovation. A dedicated IT Cell comprising of experienced teachers is formed. It is mandated to look after the required upgradation and upkeep of the IT facilities including the repair and maintenance of these facilities. The Librarian & the Library Committee looks after the maintenance and optimum utilization of available resources of the College Library. Similarly, the departmental staff looks after the maintenance & utilization of departmental libraries. The Governing Body, IQAC and Construction Committee oversee necessary arrangements for applying and for acquisition of funds from various sources such as U.G.C., RUSA, and other government agencies & allocation of budget for various activities. There is proper monitoring system regarding the utilization and security of all facilities.

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 benefitted by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year****1197**

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

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above								
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Link to institutional website</td><td>Nil</td></tr> <tr> <td>Any additional information</td><td>View File</td></tr> <tr> <td>Details of capability building and skills enhancement initiatives (Data Template)</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Link to institutional website	Nil	Any additional information	View File	Details of capability building and skills enhancement initiatives (Data Template)	View File	
File Description	Documents								
Link to institutional website	Nil								
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									
0									
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year									
0									
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Any additional information</td><td>No File Uploaded</td></tr> <tr> <td>Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Any additional information	No File Uploaded	Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File			
File Description	Documents								
Any additional information	No File Uploaded								
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File								
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above								

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

1

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

0

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

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

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

examinations) during the year

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

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.****2**

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

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

The College has a student representative body known as M.S. Girls' College Students' Union. MSGCSU consists of 11 elected office bearers viz. President, Vice-President, General Secretary, Assistant General Secretary, Magazine Secretary, Sports Secretary, Cultural Secretary, Debate and Literature Secretary, Magazine Secretary, Social Service Secretary and Girls' Common Room Secretary. Each class is represented by a Class Representative in the MSGCSU. All regular students of M.S. Girls' College are members of the MSGCSU and the MSGCSU office bearers are selected from _____. The Bharat Scouts and Guides and NSS units consists of 28 and 70 student

volunteers respectively. Students are regularly nominated to various statutory and non-statutory bodies, cells and committees of the College. Student representatives of such cells & committees are selected and nominated by the Principal in consultation with the IQAC and MSGCSU office bearers. These include IQAC, RUSA PMU, Construction & Purchase Committee, Anti Raging Cell, Grievance Redressal Cell, Committee against Sexual Harassment etc.

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

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

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

1

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

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The College has a registered Alumni Association. It was formed in 2019, and it functioned under the banner of Alumni Cell of Manabendra Sarma Girls' College since 2017. In 2021 it was rechristened as the Alumnae Association (Prakton Chatri Sabha). Since our Alumnae basically belong to the economically weaker section, so they are unable to contribute a sizeable amount of money to the Alma matter, but they carry the name and fame of the

institution in the society. They have participated in different events and functions organized by the college, which in turn help in the overall progress of the college. On 12th August, 2023 the association has organized an Alumnae meet where including the Principal, both teaching and nonteaching staff members were present and the ex- students have expressed and exchanged their views and suggested different ways to strengthen the institution. Some of our students have enrolled in higher studies and some have engaged in private and public jobs.

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	No File Uploaded

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 governance of the institution is reflective of and in tune with the vision and mission of the institution as follows:

Vision:

- To build women's education.
- Inculcate high values through liberal education.
- To achieve core competencies to meet the global requirements successfully.
- To empower the women to flourish in their capacity to think, lead and change the society.
- To motivate and inspire female students to be self-dependent and confident.

Mission:

- To create a friendly atmosphere that would enable the students to excel in many activities.
- To develop a sense of innovation.
- To develop the framework for effectively conducting various educational and research programmes of high standards to produce confident, self-reliant and responsible youth for the society.
- To help students transform themselves into a balanced personality by encouraging them to participate in a wide variety of curricular, and co-curricular activities.
- To motivate the faculty members to engage themselves in various academic, research and extension activities, with the ultimate objective to equip the students with sophisticated techniques and nurture them in finding solutions to the current problems of the society.
- To introduce innovative techniques with the objective of making the teaching-learning process more effective.

File Description	Documents
Paste link for additional information	https://msgcollege.co.in/committee.php
Upload any additional information	View File

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

This college's governance model prioritizes decentralization and shared decision-making. Faculty are deeply involved, serving on various committees that manage all aspects of college operations. The governing body itself reflects this inclusive approach, comprises of President, Principal cum Secretary, three Guardian members nominated by DHE, two members nominated by university, two teacher representatives and one member from non-teaching staff and one member from the donors. Department heads don't operate in isolation; they collaborate closely with their colleagues on teaching methods, assessment, events, and student performance evaluation. This ensures consistent application of policies and a unified approach to student support. Specific committees address academic affairs, examinations, library resources, finances, purchasing, admissions (including adherence to government regulations), prospectus development, and daily scheduling. Student representatives from the student union further enhance the participatory nature of college governance, ensuring a truly collaborative environment where all stakeholders' voices are heard

and considered. This structure promotes transparency, accountability, and a shared sense of responsibility for the college's success.

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

The college authority has planned to introduce commerce stream in future as presently the college is only with a single stream. Already the college has received a grant of Rs. 5 Crore from PM-USHA. If necessary infrastructure are made through this fund then it would be feasible for us to introduce the said stream along with Arts Stream.

Notification, constitution and functioning of various Statutory Committees & Cell and other non-statutory bodies of the institution is done as per the policy document and relevant government guidelines. The IQAC continuously works for enhancement of academic matters of the institution under supervision of the Principal & GB and in collaboration with various other organs of the institution. The administration ensured effective infrastructural augmentation aided by government and own funds.

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

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

The Governing Body is the apex decision making body and its members are appointed as per government guidelines. The College administration is headed by the Principal. The IQAC works closely with the Principal and other organs of the institution to ensure smooth functioning of the College. The Academic Council works closely

with the Principal and IQAC for ensuring ideal academic environment and progress Policy matters and decisions are communicated through the Academic Council, departmental heads and the IQAC The services of the employees are regulated as per the Assam College Employees (Provincialisation) Act, 2011 amended on 2012, and the Act of 2017 amended on 2018, Assam College Employees (Provincialisation) Rules, 2010, Assam Services (Discipline & Appeal) Rules, 2964 & Assam Civil Services Conduct Rules 1965. All recruitments are made as per applicable rules & regulations Promotion of the teaching staff is accorded as per the rules of the Government under Career Advancement Scheme (CAS) and promotion of the non-teaching staff are accorded as per vacancy and seniority. The college has all necessary statutory committees and cells to look after various activities and implementation of budgeting, different rules, regulations, policies etc. The institution follows all applicable rules, regulations & guidelines as notified by the UGC & DHE (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

B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

1. The college has a welfare fund called Thrift and Credit Society, Rangia. The teaching staff are the members of this welfare fund and all are benefited by this fund. All members contribute an amount monthly to this fund and they also get loans in a very low rate of interest. The members of the teaching staff are able to get immediate loans during their emergency.
2. The college has provided residential quarter to its night chowkidar (Grade-IV) within the college campus.
3. Earned leave, maternity leave, child care leave etc. are provided.
4. Maintenance and repair of plumbing is done by plumbers whenever required.
5. The cleanliness of college Halls, Rooms, Campus, Toilet etc are maintained by engaging daily wage workers from time to time.
6. Library facilities are maintained by the Librarian and Library staff with Library Committee.
7. Laboratory equipments are purchased and maintained when it is required.

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

0

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

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

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**0**

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year****9**

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	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff**The college follows the Performance Based Appraisal System (PBAS)**

for performance appraisal of its staff. The performance of the staff are classified into the following three categories Teaching, Learning and Evaluation related activities, Co-Curricular, Extension and Professional Development related activities, Research Publications and Academic Contributions. Weightages are assigned to these categories in the form of Academic Performance Indices (API) in order to conduct the staff performance appraisal. Online as well as offline feedback process is initiated at the end of every academic year from students to collect information about the overall academic and administrative performance of the Institution. The institution also collects feedback from the parents/guardians and alumnae on relevant aspects to ensure improvement in the staff performance Annual Confidential Report is maintained for assessment of parameters such as character and conduct of employee, his/her relationship with the authority, fellow colleagues, office assistants, students and other staff. The promotion of a non-teaching employee is based on his/her seniority.

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 institution follows a transparent and well-established mechanism of financial management. The GB monitors utilisation of funds and ensures optimal use of available financial resources. Regular internal and external financial audits are conducted. External Audit is done through the office of Director of Higher Education of Assam. Internal Audit is done through a College appointed Chartered Accountant. Internal Audit which is done at the end of every financial year. Auditors cross verify the collection of fees with all income sources. Voucher-based payments are verified based on supporting documents and bank reconciliation statements. Subsequently, related bank transactions are checked and verified. Any form of discrepancies, if any, are discussed with the management. All financial transactions are accounted for based on financial statements like cash books, balance-sheets and income and expenditure accounts for the financial year. Such financial statements are signed and approved by Auditor and College

management. Based on the audited financial statements, auditor issues the Annual Audit Report.

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)

0

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

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

The college uses grants as instructed, submitting timely reports. Internal funds, from student admissions, leases, and external agencies, primarily cover salaries for contract, part-time, and guest staff.

The Purchase committee has an oversight on all major procurement procedure. For optimal resource utilization, the budget serves as the guiding documents where Financial Committee overseeing its implementation. For optimal utilization of Funds and Resources, the honourable members of construction committee and purchasing committee along with Governing Body monitors the entire matters.

Manabendra Sarma Girls' College conducts internal audit of the college regularly for the respective financial year. For this purpose, the college appoints a qualified Chartered Accountant with approval from the governing body of the college. It is an audit of

balance sheet, general fund income and expenditure and receipt and payment amount.

External audits are conducted by Assam Government Auditors. The audit of books of account was done for the period of 01-01-2013 to 31-03-2016 and the audit for the period of 2023-24 is being prepared. Objections and questions of any kind during the audit are promptly addressed by presenting relevant documents to the auditors. Efforts are done to maintain transparency in the financial records.

File Description	Documents
Paste link for additional information	https://msgcollege.co.in/viewalbum.php
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

The IQAC of the college works for ensuring quality assurance through arranging different meeting and discussions with various cells and departments of the college. Signing of MoUs and establishment of Linkages with several institutions and organisations to promote faculty/student exchange, research, co-curricular and extracurricular activities etc.

Various Workshops, Seminars, Popular Talks, Induction Programmes, Awareness Programmes etc. are also regular and periodic events of IQAC. Programme like the adoption of Feeder School initiative is also taken. Besides, having a common College Wall Magazine, there are also more than 8 numbers of Departmental Wall Magazine.

IQAC also reviews and monitors the quality of the teaching-learning process by taking feedback via online/offline processes.

The teaching leaning process of the college has been successfully evaluated by Academic and Administrative Audit.

Appraisal of the teaching staff of the institution is mainly based

on the Performance (PBAS) annually in the field of their academic and research works, publication and contributions to the corporate life, cocurricular, extension, professional development etc. The IQAC monitors faculty promotions and API verification. Annual reports are submitted to the IQAC coordinator. Faculty on training leave must report completion to the principal.

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

Internal & external academic audit was carried out by the IQAC through external experts Teachers' diary & log books are maintained at departmental levels and monitored by the Heads. The IQAC and HoDs monitors the overall academic transaction under the supervision of the Principal. The Academic Council periodically meets to addresses issues on academic matters. IQAC oversees the preparation of the Academic Calendar, Time Table, Teaching & Lesson plans etc. and work to ensure overall adherence to them. Collection and analysis of feedback from Students, Nonteaching Staff, Teachers, Alumnae & Parents Conduct of orientation programme for teachers & students for online teaching-learning process, Facilitating the use and upgradation & maintenance of ICT infrastructure. Oversee functioning of mentor-mentee system. Oversee process of identification of slow & advanced learners and execution of specific activities. The IQAC periodically reviews the existing policies, plans, rules, regulations & guidelines of the Institution and ensures compliance to the same as well as upgrade them as and when deemed necessary.

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);

C. Any 2 of the above

Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution initiated the following measures for promotion of gender equity

Sensitization programmes, awareness rallies, talks were conducted.

Gender related crosscutting issues are incorporated in the curriculum. Add-on course like Yoga and Meditation also promote gender equity.

Annual Gender Sensitization Action Plan was prepared. Human Rights Day, International Women's Day etc. are observed.

Campus security is ensured through CCTV cameras, security guards, proper boundary walls etc.

Statutory bodies like Anti-Harrassment Grievance Redressal Cell, Anti Ragging Cell, etc. function to ensure compliance to the guidelines within the Institution

The college helps its students to get benefit of various scholarships.

The career counselling cell of M.S.G.C. offers career counselling and conducts relevant programmes.

Through Health Cell psychological counselling & health camps are conducted for students.

Toilet facilities, Common rooms, etc. are available for students.

Sanitary napkin vending machines and incinerators are installed in the Girls' Common Room.

Poor & meritorious students are offered scholarships.

Programmes related to ensuring gender equity is taken up in the adopted village

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
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

Solid Waste Management: To reduce the solid waste "Green Protocol" is followed in the college. Minimum use of plastic is encouraged and

single use plastic is totally banned. The college practices e-communication to reduce use of paper. The bio-degradable and non-biodegradable wastes are segregated through separate bins which are kept at the different locations of the campus. The non-biodegradable solid wastes are burnt in the incinerator installed in the college campus. Biodegradable wastes from the college campus, canteen, and hostels are used in the vermicompost unit of the college to generate vermicompost which is used as biofertilizer for the plants.

Liquid waste Management: Liquid waste generated in the college is routed through proper drainage system into large water reservoirs and treated biologically.

E-Waste Management: E-wastes like unusable parts of computers, printers, memory cards etc. are disposed off to vendors. Reusable parts are separated, recycled and/or used in other systems.

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

B. Any 3 of the above

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

C. Any 2 of the above

2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants	
File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	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	B. Any 3 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	E. None of the above

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

During admission procedure special care is taken for earmarked seats of each category such as ST, SC and OBC. There are also seats reserved for culture, sports, NCC.

Deserving students are enrolled under various government schemes and provided with scholarships & assistance from student aid fund.

Important events, festivals, dates are celebrated to inculcate the values of tolerance, harmony etc.

Regular visit is undertaken to the adopted villages, Old Age Home, Blind School and orphanages.

Annual College Youth Festival includes literary, sports and cultural activities.

The institution celebrates the ethos of unity in diversity and composite nature of the society.

Representatives of MSGCSU & Teachers' unit are elected through democratic process.

Students are encouraged to become volunteers with Bharat Scouts & Guides, NSS etc. and participate in related activities.

Students are encouraged to select inclusiveness related topics as field & project works.

Students' representatives are included in various cells, bodies and committees Issues pertaining to inclusiveness is incorporated into

syllabi of UG, and add-on courses.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	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 takes various steps for promotion of constitutional obligations among the stakeholders.

Important national days like Republic Day, Independence Day, Rastriya Ekta Divas, Teacher's Day, Constitution Day, National Voters' Day are regularly celebrated by the institution.

Programmes like talks, awareness rallies, plantation drives, Swachh Bharat Abhiyan etc. are organised involving the students, teachers, non-teaching staff and other stakeholders.

Events promoting constitutional values and responsibilities are also conducted through NSS and Bharat Scouts and Guides.

Syllabi of many regular and add-on courses include values, rights, duties and responsibilities.

Students are encouraged to select topics of field work and projects related to constitutional obligations. Environmental Studies is compulsory for UG students in both CBCS and FYUGP Programme.

Teachers and non-teaching staff are involved in conduct of the election process, Gunotsav and NRC in different capacities.

Election to the MSGCSU is conducted democratically involving all students.

Many activities during College Youth Festival are aimed at sensitization towards constitutional obligations.

There is availability of RTI Cell to address public queries.

Extension activities are carried out on issues included in the

Fundamental Duties and DPSPs of the Constitution of India.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
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

A. All of the above

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

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

Our college organizes national and international commemorative days and events every year.

M.S. Girls' College celebrates some important days and events of national and international importance such as World Environment Day, Republic Day, Saraswati Puja, Bathau Puja, Fateha-e-Doaz Dahan, International Women's Day, International Yoga Day, Independence Day, Rashtriya Ekta Divas, Constitution Day, World AIDS Day, Human Rights Day etc.

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

Best Practice 1:

Title: Be prepared for nation

Objective: To Strengthen the youth and student community along with physically strong, mentally alert and mentally upright.

The Context: To provide the opportunity to the interested students of the college in engaging in Bharat Scout and Guide.

The Practice: The college provides necessary equipments to make the organization successful.

Evidence of Success: The initiative has provided a platform for the students in exchange of ideas and being aware of what is happening in and around the society.

Problems encountered: None

Best Practice 2:

Title: Health is wealth.

Objective: To ensure better physical and mental health for the students and teachers of the college.

The Context: The students and the teachers of the college are prone to health-related issues-both physical and mental.

The Practice: The Yoga Cell conducts periodic training sessions. Regular health check up is done. Add on course on Yoga and Stress

Management is offered to the students.

Evidence of Success: Overwhelming response of the students, teachers, alumnae and non-teaching staff reveal the success of the practice.

Problems Encountered: None

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
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

M.S. Girls' College, Rangia is a pioneer institution of women education in North Kamrup area of Assam. Since its inception in 1984, the college has been rendering valuable service to the society through its tireless efforts of educating the girls.

The journey of this institute began at a time when most of the women were deprived of their legitimate rights to education in the conservative patriarchal society. The institution caters to the educational needs of the students mostly of the districts of Kamrup, Baksa, Tamulpur, Nalbari even bordering area of Bhutan. Education of girls is a challenge in these socially and economically backward districts and M.S. Girls' College has been trying its best to provide quality education. A large number of students of the institution belong to SC, ST, OBC and Minorities Communities and Economically disadvantaged section of the society. Presence of a large number of students from socially and economically disadvantaged groups make the teaching learning process even more challenging.

We, at M.S. Girls' College are able to cope up with the challenge with a strong determination and positive approach. Every effort is being made to make the teaching-learning process more fruitful, to ensure holistic development of the students and to empower them.

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

7.3.2 - Plan of action for the next academic year

- **Submission of Annual Quality Assurance Report (AQAR) 2023-24 to the NAAC and completion of preparation of AQAR 2024-25.**
- **Conduct of Departmental seminars and workshops through various departments and cells.**
- **Registration of the college as publisher at Raja Rammohan Rai National Agency for ISBN in order to facilitate publication through the institution.**
- **Participation in All India Survey of Higher Education (AISHE).**
- **Conduct of various academic activities like talks, seminars, webinars, workshops, training sessions and others as a part of academic sphere of the institution.**
- **Augmentation of academic facilities for better academic environment of the college for the benefits of the students and teachers.**
- **It is planned to provide extensive internship programme by linking the students with various industrial units neighboring Rangia locality.**