



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**MANABENDRA SARMA GIRLS' COLLEGE, RANGIA**

WARD NO 8, RANGIA TOWN, PO/PS- RANGIA, DIST-KAMRUP  
781354

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Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

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# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Manabendra Sarma Girls' College, Rangia is the only premier female higher educational institution in entire North Kamrup, established in August 1984. The college has been a torch bearer in the field of higher education for the girls in the vast and extensive area inhabited predominantly by socially and economically backward segments of the population. The institution was initiated in Rangia Girls' Higher Secondary School, Rangia by some notable educationists and the public of greater Rangia. Late Bhabakanta Sarma was the Founder Principal of the college. The college has 8 bighas and 5 leches of land on its campus. At the initial stage, the college was entitled as Rangia Girls' College, and later, it was renamed as Manabendra Sarma Girls' college in a public meeting in 1994 to memorize the veteran social worker and politician late Manabendra Sarma. Our students are basically poor and deprived and represent all castes, creed and communities which have given a heterogeneous and multicultural look to the college. To be honest, the college had not been able to attract quality students into its fold until a few years back.

The college has been provincialized under the Assam Venture Education Institutions (Provincialization of services) Act, 2011 w.e.f. 1st January, 2013 by the Government of Assam. From its inception to those historic days, during the entire tenure, staff members were offered only a meagre amount of remuneration for the services they rendered to the institution as a whole. At present, staff members are in a comfort zone and steadily things are picking up.

The college is permanently affiliated to Gauhati University and has been included under Section 2(f) and 12(B) of the UGC Act on November 2014.

The college offers courses of studies up to B.A. with English, Assamese, Economics, Political Science, History, Philosophy, Education, Arabic, Assamese, Bodo and Alternative English as Regular Course and Assamese, Political Science, Economics, Education and Arabic as Honors. Besides, M.A. courses and Post Graduate Diploma in Yoga (PGDY) under KKHSOU is also offered. The college also offers as Add-on as well as Certificate Courses.

### **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.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

- Our college is an institution for female higher education, running with Arts stream having satisfactory intake capacity to offer academic flexibility to meet the demands of the present century.
- The location of the college is serene and quiet, making the atmosphere stable for learning.
- College encourages the students to focus on literary and creative dimensions through the Annual College Magazine, Wall Magazine, Departmental Wall Magazines, and Hand-Written Publications that are already available in the institution.
- The college is free from party politics.
- Eco-friendly living and socially responsible citizenship is inculcated in students through the routine activities of NSS and the different departmental activities.
- The institution has enhanced and upgraded regularly the infrastructure facilities.
- The Civil Hospital and the Model Hospital are easily accessible from the college.
- Safe and secured environment for the girl students is maintained.
- College campus is under CCTV surveillance.
- Faculties of the college are dedicated and give extra time for students' remedial teaching.
- Construction of digital library in our college premise will be completed very soon and hopefully will be activated shortly.
- Our students are highly diversified having various religious groups including Muslims Christians and Hindus. Students of several ethnic groups like Adivasi, Rabha, Bodo, Nepali, Bengali etc. are also studying here. Most importantly, all of them are united and integrated despite their diversities.
- The college has ICT facilities that enabled the teaching-learning process and internet facilities.
- Parking facility is available to both the students and teachers.
- The College campus has a large number of big trees, adding to the greenery as a boon for the environment.

### Institutional Weakness

- Dearth of fund has resulted as hindrance in the proper functioning of the college
- There is shortage of faculties as the state Govt. has not been filled up the vacant posts for the last couple of years.
- Infrastructure needs to be upgraded.
- Non-availability in Honors in all subjects.
- Insufficient number of Undergraduate Degree Programme.
- Situated in a high flood-prone area.

- Weak economic background of the students.
- Absence of permanent Principal and permanent Librarian.

### **Institutional Opportunity**

- The college is affiliated to Gauhati University and recognised by the UGC, so it is eligible to apply for development grants and UGC-sponsored programmes.
- The institution has the scope of turning into an ideal center for women's higher education in near future.
- To start the science stream at the undergraduate level very shortly.
- There is ample opportunity to start a variety of vocational courses due to its locational advantage.
- To expose students to a wide field of culture and train them in different perspectives including Music, Dance, Drama and Yoga.
- There is scope of self-financed and skill-based programmes.
- Scope of entrepreneurship development depending on local resources available.

### **Institutional Challenge**

- The Government takes time to grant concurrence for the appointment of the teaching and non-teaching staff which delayed the appointments in substantive vacancies. As a result, the management is compelled to appoint temporary staff which proves to be a big problem. This affects the smooth functioning of the academic and administrative systems and financial resources of the college.
- Our college is a young 'rural college.' The infrastructure and the resources of the college are inadequate to meet the needs of increased number of students.
- Growing tendency of the brilliant students to go to the big cities for higher studies.
- Encouraging research and extension activities is a big challenge.
- Struggling with flood every year is a huge challenge to the institution.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The curricular aspects are the mainstay of any educational institution. However, the responsibilities of various Higher Educational Institutions in this regard vary depending on their administrative standing. The curricular aspects pertain to the practices of our institution in initiating a wide range of programme options and courses that are true to the emerging national trends and relevant to the local needs.

The college pursues the academic calendar issued by Gauhati University where the dates for academic and non-academic activities are mentioned. At the beginning of each academic session, the college publishes a 'prospectus' including all the necessary information about the college. To ensure effective implementation and timely completion of syllabus offered by Gauhati University, the head of each department prepares class routine accordingly and allots classes to the teachers for smooth functioning of the classes. Our college conducts Sessional examination to evaluate students' performance on regular basis as per affiliating university guidelines. Departments arrange seminars, group discussions, viva-voce and project and gives home assignments to the students as a part of internal assessment. The teachers are instructed to maintain the record of their daily classes in "Daily Progress Report." Our institution is offering 9 Under Graduate courses with

Honors and Regular Courses. The introduction of Semester System and Choice Based Credit System (CBCS) by the University, provides the college greater flexibility in introducing elective courses of the under graduate level. We have also introduced Under Graduate, Post Graduate and Diploma courses under Krishna Kanta Handiqui State Open University.

The various departments of the college focused on some issues relating to Women, Human Values, Environment and Sustainable Development etc. for the students as a part of curricular aspects. The college invites experts from various fields to talk on academic and non-academic aspects. The Career Counselling Cell organises career-oriented program for the students to provide better job opportunities. The aims and objectives of our college are integrated to make the college a center of women higher education with the changing situation to meet the challenges of recent time.

### **Teaching-learning and Evaluation**

This criterion pertains to the efforts of an institution to serve students of different backgrounds and abilities, through effective teaching-learning experiences.

Our college has focused on all-round development of the students through personality development programmes, various cultural, literary and sports activities. The governing body, staff and parents have incorporated their supports in the process of quality improvement in curricular development. As a component of the teaching-learning process, we are trying our best to improve weaker learners' quality through remedial classes. Our college adopts various student-centric methods to enhance the student involvement as a part of participating in learning through group discussion, class room interaction, home assignments, seminars, field studies etc. The college organised some interdisciplinary lectures and popular talks inviting eminent persons. Students are encouraged to take a leading role in connection with college magazine, wall magazine, departmental wall magazine, hand-written publications etc. The students are also get inspired by the relevant issues like gender sensitization, environmental sustainability, human values and ethics which will help them to become good citizens.

At present, the college has four (04) teachers with Ph.D. and two (02) teachers with M. Phil as the highest qualification. One of our faculty members received a national-level award. In addition to, there are 9 books/textbook publications and 2 books edited, there are 6 international and 88 national publications by the faculty members. Faculty members are encouraged to participate in professional development programmes.

The efficient system of continuous internal assessment introduced by the Affiliated University is strictly followed. The Examination Committee monitors the process of conducting sessional examinations, projects etc. which are transparent. Students are also asked to submit home assignments and give seminars. The staff usually discusses the difficulties faced by the students regarding the evaluation of the internal examination. The academic calendar is prepared at the end of each year to ensure the smooth conduct of all the college activities.

The college follows a waiver system as prescribed by the government of Assam. Learning outcomes are achieved through the maintenance of lesson plans and daily progress reports.

### **Research, Innovations and Extension**

The institution attempts to create a favourable environment for research, innovations and extension activities.

The college has Research and Extension Cell to monitor the research activities of the faculty members. Teachers are always encouraged to organise departmental seminars, workshop, orientation programs, popular talk etc. in the institution. Besides, to carry out research work smoothly teachers are granted for attending Course Work, Faculty Development Program and other related activities. Our college library has a good collection of books and journals to support research with internet facilities. The faculty members of the college have been publishing their research papers in various national and international journals, and conference proceedings. A few teachers are good writers and authored some books under their names. They have also written a few chapters and contributed articles in edited books (contributing at least a few towards Assamese literature). Under the Research cell, a journal entitled "PRAJNA" with ISBN NO 978-81-953187-4-2 has been published in January, 2022. Another edited book entitles "Contemporary Concerns in North East India" with ISBN No: 978-93-84466-80-0 has also been published in June, 2022.

The teacher's unit of our college organizes different programmes such as World Environment Day, International Yoga Day, International Women's Day, Orientation Programme on CBCS, Voters Day, Socio-Economic Survey, Cultural rally, Swachh Bharat Mission, College Foundation Day, Independence Day, Republic Day. As extension programs, various cells of IQAC organizes free health check-up and workshop on pickle-making in neighboring localities. Besides, the Community Cell undertakes programmes like "BATOR NAAT" in neighboring areas to create awareness amongst students and the common masses on some current issues. During the covid pandemic, the IQAC of the college took the initiative to bring awareness among the local people and distributed a Template having points about what to do and what not to do. Again, some of our teachers are taking special classes in schools in nearby areas on various subjects. As some steps towards innovation, we are following prescribed regulations of anti-ragging, closing 'gutkha' inside the college campus and we, the college family are always trying to make the institution 'A Tobacco-free Zone.'

### **Infrastructure and Learning Resources**

The college campus is spread over an area of 7978.89 sq. meters of land. It is functioning with the grants and aid from UGC, Govt. of Assam, MP-MLA's local area development fund, local donor contributions and some extant by its own resources. There are four digital classrooms and a digital library in the institution. Provision of a separate reading room for teachers and students are available. There is a link for open access e-resources available in our college library. In the library, there are daily newspapers (Assamese and English). Classrooms are well equipped with an adequate number of whiteboards, blackboards, electric fans and desks and benches. Electrification inside and outside all rooms/halls of the college is also available.

The campus is going green with lush lawn and trees. Fire extinguishers and pure drinking water with 4 (four) numbers of Aqua Guard are provided, running water facility covering all the rooms/ building is available. The entire college is covered under CCTV Surveillance.

There is a departmental library for the department of education. Besides, some of the departments have a separate library of their own. Moreover, some basic facilities as an institution like microphone set, Xerox and printer machines, musical instruments and sports equipment, utensils (usable for the purpose of festival celebration, special party etc.) are available, which are kept in a store room. There is a girls' common room, student union room, vocational room and a well-equipped conference hall with a projector. The entire campus is well connected by wi-fi. A canteen is also here in the institution. The fishery available in the college is given under lease.

## **Student Support and Progression**

The institution is basically a rural-based college. The majority of our students come from rural areas and belongs to the families of average and constrained socio-economic conditions. Our college authority considers student support as an important component of its smooth functioning. The institution has developed a good platform for students' support and progression in the field of academic and co-curricular activities. The institution has an active student union through which the college guides the students to participate in various activities such as inter-college quiz competitions, sub-division level cultural programmes etc.

The college provides free admission to economically backward students as per government guidelines from time to time. Some faculty members of the institution assist economically backward students by providing financial support to them every year.

The college emphasizes institutional social responsibility and tries to inculcate in students' attitudes toward social commitment and ethical values. The college organizes an annual college week every year where a number of competitions among the students in the field of sports, culture, literature and co-curricular activities are held. Moreover, the college organizes Freshmen Social or Induction Programme every year to welcome the newcomers.

The institution organizes remedial classes for slow learners so that they can enter the mainstream.

The institution has committees on Grievance and Redressal for students, Anti-ragging Committee, Career and Counselling Cell and Yoga Committee that have been constituted to ensure internal and external discipline to achieve a congenial academic atmosphere.

## **Governance, Leadership and Management**

Manabendra Sarma Girls' College has been provincialized under the Assam Venture Educational Institutions (provincialization of services) Act, 2011 in 1st Jan, 2013. The institution is governed by defined government rules. The college is affiliated to Gauhati University and follows all norms and regulations of the affiliated university. The institution strictly follows the academic calendar of Gauhati University. The college authority ensures the management as per the norms with utmost transparency. Along with the statutory bodies, different committees have been formed to achieve decentralized and participatory management for effective decision-making, policy evolving and strategy development. The management motivates the faculty to participate in seminars, workshops, conferences, faculty development programmes etc. to update their knowledge. The institution has a mechanism for internal and external financial audits. The college always encourages the students to co-operate in different activities of the college like College Week, Freshmen Social, Departmental works and the different festivals observed on the campus.

The college has a well-defined Governing Body as per government norms which supervise the smooth functioning of administration and academic well-being of the college. All the decisions regarding policy and planning are operated by the Governing Body. The construction committee of the college monitors various infrastructure-related activities and estimates fund allocation in different developmental schemes. The college maintains different funds like general fund, games and sports fund, magazine fund, festival fund, examination fund etc., the accounts of which are maintained with separate cash book, ledger book, passbook etc. The accounts are audited by the certified Chartered Accountant as well as Government Auditors.

The Internal Quality Assurance Cell (IQAC) of our college was established in the year 2015. It monitors all quality measures to sustain and enhance quality in all spheres of the institution. With a well-defined vision and formulated mission, the college is stepping towards a brighter women's higher education in the state.

### **Institutional Values and Best Practices**

The college is working towards the fulfillment of its vision and mission. To build a sustainable eco-friendly campus, the entire college community is accustomed to the practice of tree plantation, waste management etc. We are aiming and trying to establish the view that all families should have at least a 'Neem Plant'. There are medicinal plants, kitchen garden in other plants and a flower garden in the college campus. These plants have been labeled with local and scientific names.

As a women's education institute, the college is tuning to provide various services to its students. So, various cells like Grievance & Redressal Cell, Sexual Harassment Cell, Anti-ragging Cell, Women Cell etc. are formed to work for the upliftment of the college community as a whole.

As innovations, we have practiced Biometric System to record the attendance of the staff and maintenance of daily class records of the teachers.

Transparent Admission Mechanism and social harmony are some of the best practices of the institution.



## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	MANABENDRA SARMA GIRLS' COLLEGE, RANGIA
Address	Ward No 8, Rangia Town, PO/PS- Rangia, Dist- Kamrup
City	Rangia
State	Assam
Pin	781354
Website	<a href="http://www.msgcollege.co.in">www.msgcollege.co.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Kanika Goswami	03621-242001	9435861212	-	principalmsgcollege@gmail.com
IQAC / CIQA coordinator	Syed Habibul Haque	-	9707730262	-	habibulhaque43@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document
Assam	Gauhati University	<a href="#">View Document</a>

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	03-11-2014	<a href="#">View Document</a>
12B of UGC	03-11-2014	<a href="#">View Document</a>

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Ward No 8, Rangia Town, PO/PS- Rangia, Dist-Kamrup	Urban	1.97	990.18

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,English	36	HS	English,Assamese	500	500
UG	BA,Assamese	36	HS	Assamese	570	570
UG	BA,Education	36	HS	English,Assamese	290	290
UG	BA,Political Science	36	HS	English,Assamese	220	220
UG	BA,Economics	36	HS	English,Assamese	120	120
UG	BA,Philosophy	36	HS	English,Assamese	150	150
UG	BA,History	36	HS	English,Assamese	80	80
UG	BA,Arabic	36	HS	English,Assamese	90	90
UG	BA,Bodo	36	HS	English,Assamese,Bodo	200	200

### **Position Details of Faculty & Staff in the College**

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				22			
Recruited	0	0	0	0	0	0	0	0	10	9	0	19
Yet to Recruit	0				0				3			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				6			
Recruited	0	0	0	0	0	0	0	0	1	5	0	6
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				5
Recruited	3	0	0	3
Yet to Recruit				2
Sanctioned by the Management/Society or Other Authorized Bodies				7
Recruited	5	1	0	6
Yet to Recruit				1

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				4
Recruited	4	0	0	4
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	2	0	4
M.Phil.	0	0	0	0	0	0	4	2	0	6
PG	0	0	0	0	0	0	4	5	0	9
UG	0	0	0	0	0	0	0	0	0	0

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	4	0	5
UG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>				
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
		1	4	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	1097	0	0	0	1097
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	103	129	159	136
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	229	175	186	162
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	321	25	346	256
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	593	802	469	560
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1246	1131	1160	1114

**Institutional preparedness for NEP**

1. Multidisciplinary/interdisciplinary:	We have an interdisciplinary approach to imparting knowledge based education since we have a single stream (Arts). It is interdisciplinary in the sense that most of the departments' syllabus are interlinked with each other and we have made an interchanging of teachers in different departments. However, the college aims to move towards multidisciplinary by opening new departments and it is decided to introduce Science and Commerce streams so that it will be more suited to deal with CBCS system. Moreover, decision is taken to introduce more vocational courses like Computer education, Food processing, Make Up and Beautician Course etc.
2. Academic bank of credits (ABC):	The College is yet to be registered under Academic Bank Credits. Nevertheless it is ready and aims to fulfill all the terms and conditions of Academic Bank of Credits as highlighted in NEP, 2020. As a part of this the College has already put more emphasis on digitalization of education and initiative has been taken in twinning with other premier institutions.
3. Skill development:	The College offers Certificate Course on Yoga and Meditation. As a part of develop the skill and personalities of the student different programmes are taken- like the popular talks on Health and Hygiene, Conducting seminar through ICT Academy, Workshop on Makeup and Beauty skill etc. Apart from these there are Skill enhancement Course in the syllabus of most of the department in our College under the CBCS System.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The college has made every possible step to integrate Indian Knowledge system through teaching language and culture. As a part of this we have already made the provision of teaching Assamese and Bodo as MIL and Elective Subjects. The College is aspiring to introduce Sanskrit and Hindi Subjects as a part of Indian language to disseminate Indian knowledge among the student communities as some student of the locality belong to Non Assamese community and resident of outside Assam.
5. Focus on Outcome based education (OBE):	The College is yet to reach the goal of outcome based education, since we have traditional based courses with single stream (Arts). However, the College is aspiring after introducing more vocational courses so that students can be engaged in different fields after completing the courses.



6. Distance education/online education:

Apart from formal education, there is the system of distance mood of education in this college. KKHSOU study centre is in this college and it is the means of offering education in distance mood. More over the college is ready to introduce a study centre of IGNOU so that it would cater the needs of student community. Process is going on to introduce MOOC in the college as a means of online education. For effective online and blended learning, the college is already signed an MoU with ICT Academy, Guwahati, Assam.

## Extended Profile

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### 1 Students

#### 1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1114	1160	1131	1160	1230

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 2 Teachers

#### 2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 28

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

#### 2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
25	26	28	28	28

### 3 Institution

#### 3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
36.93911	36.53	11.22	4.66	16.78



## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

##### Response:

Manabendra Sarma Girls' College is affiliated to Gauhati University and it follows the curriculum offered by the university. The college ensures timely and effective curriculum delivery through a well-planned and documented process including academic calendar and conduct of continuous internal assessment in respect of regular and honours courses. However the college prepares and plans its own curriculum in respect of add-on and vocational courses. While it follows the academic calendar issued by the affiliating university for maintaining academic sessions, the college yearly adopts its own academic calendar to accommodate different curricular and co-curricular activities.

For implementing the curricular aspects, the institution follows different well planned activities viz.

- The college adopts its own academic calendar for every session incorporating the academic schedule of the affiliated university.
- At the beginning of every academic session, the college publishes 'Prospectus' reflecting all necessary information about the college. It also includes the courses offered by the college, intake capacity, fee structure, faculty members etc.
- The academic committee approved by the governing body of the college ensures the functioning of all academic activities. The academic committee regularly monitors the implementation of different academic activities.
- The routine committee of the college takes the responsibility as directed by the institution to prepare class routine for every session. Besides, the Head of the Department makes ready the concerned departmental routine and allots the classes accordingly.
- Lesson plans are made by each department focusing learning activities to meet aims and objectives of the curriculum. Head of the department of each department monitors the implementation of the lesson plan.
- Besides, conventional chalk and board method, the ICT enabled interaction are regular happening in the college. Classroom interaction, group discussion, remedial classes, seminars, tutorials etc. are conducted in regular manner.
- The curriculum reflects the holistic development of each individual as a mission of the college. Opportunities like field trips related to environment and historical places excursion, debate etc are initiated to enrich educational experience of students. Program like Yoga and Meditation is offered by the college for all round development of the students. The institutions always guide to enrich the experiences of the aspirants through interdisciplinary teaching and invite lecture. Environmental studies is an essential curriculum element in the syllabi approved by the affiliated university. The college has also introduced B.A., P.G., PGDY, PGDHRM, program designed by KKHSOU for learners through ODL mode.
- Regular monitoring system of students is introduced in our college. For this purpose, student groups are allotted to individual mentor teacher.

- The college library is well functioning where there are available number of books, journals, reference books, daily newspaper, magazines.
- The institution obtains students and guardian's feedback on the curriculum in the format prepared by the IQAC. Feedback on teachers and alumni has also been collected.
- The faculty members of the college took part in various academic activities like workshop, orientation programme, induction programme, faculty development programme and refresher course for enhancing faculty skill for effective curricular activities.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years	
<b>Response: 3</b>	
File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years				
<b>Response: 19.22</b>				
1.2.2.1 Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years				
2021-22	2020-21	2019-20	2018-19	2017-18
68	0	0	560	486
File Description	Document			
Upload supporting document	<a href="#">View Document</a>			
Institutional data in the prescribed format	<a href="#">View Document</a>			

## 1.3 Curriculum Enrichment

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

#### Response:

The College integrates cross-cutting issues relevant to Gender Equality, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum as per the Syllabus designed by the affiliated university. The college has provisions for the following curriculum and gives the flexible option to students to meet their learning needs.

The topics of professional ethics, gender, human values, environment and sustainability are addressed in the curriculum which is shown below in tabular form.

Topic: Professional Ethics		
Department	Paper	Code
Political Science	Good Governance	POL-HC-3026
Philosophy	Ethics	PHI-RC-3016
Education	Teacher Education in India	EDU-DSE-5046
Bodo	Costume and Textile Design of the Bodos	BOD-SE-5014
	Food Processing System of the Bodos: Tradition to modernity	BOD-SE-6014
History	Religion in early Vedic Period and later Vedic period	HIS-RC-1016
	Bhakti Movement	HIS-RC-2016
Assamese	Axomiya Bhasar Itihas	ASM-RC-1016
	Axomiya Sahityar Itihas	ASM-RC-1026
	Chanda aru Alankar	ASM-RE-6016
Arabic	Arabic Prose and Poetry – I/II	ARA-HC-1016/2016
	Classical Arabic Prose and Poetry –I	ARA-HC-3016
	Modern Arabic Prose and Poetry-I	ARA-HC-4016
	Classical Arabic Prose and Poetry –II	ARA-HC-5016

Topic: Gender		
Department	Paper	Code
Political Science	Women, Power and Politics	POL-HE-6036
	Feminism	POL-HG-2016
Economics	Development Economics – II	ECO-HC-6026
	Economic Development and Policy in India	ECO-RE-5016
English	Text with Gender Issues (Regular)	ENG-CC-1016
Education	Women and Society	EDU-DSE-6046
Bodo	Textual analysis on Bodo Drama (Early	BOD-RC-1016

	Period)		
History	Gender, Conflict and Violence	HIS-SE-4014	
Assamese	Aahar (Drama)	ASM-HC-5016	
	Urukha		
Arabic	Arabic Prose and Poetry – I/II	ARA-HC-1016/2016	
	Classical Arabic Prose and Poetry –I	ARA-HC-3016	
	Modern Arabic Prose and Poetry-I	ARA-HC-4016	
	Classical Arabic Prose and Poetry –II	ARA-HC-5016	

**Topic: Human Values**

Department	Paper	Code	
Political Science	Human Rights	POL-HE-5016	
Philosophy	Indian Philosophy	PHI-RC-2016	
Education	Value and Peace Education	EDU-HC-3036	
Bodo	Kamal Kumar Brahma	BOD-CC-3016	
	Nil Kamal Brahma	BOD-CC-4016	
History	Syncretism, Sufism	HIS-RC-2016	
Assamese	Axomor Sanskriti	ASM-HC-3036	
	Byabaharik Asomiya	ASM-SE-3014	
	Jogajogmulak Asomiya	ASM-AE-1014	
English	English (General)	ENG-CC-1016	
Arabic	Arabic Prose and Poetry – I/II	ARA-HC-1016/2016	
	Classical Arabic Prose and Poetry –I	ARA-HC-3016	
	Modern Arabic Prose and Poetry-I	ARA-HC-4016	
Economics	Intermediate Microeconomics - II	ECO-HC-4016	

**Topic: Environment and Sustainability**

Department	Paper	Code	
Political Science	Ecological Issues	POL-HC-4036	
Philosophy	Ethics	PHI-RC-3016	
Economics	Development Economics –I	ECO-HC-5026	
	Environmental Economics	ECO-RE-5036	
	Indian Economy – I	ECO-HC-5016	
	Development Economics –II	ECO-HC-6026	
History	Physiographical Divisions, Important wildlife heritage	HIS-SE-3014	
Assamese	Datal Hatir Uye Khowa Haoda	ASM-HC-6016	
	Prakalpa	ASM-HE-6056	

Arabic	Arabic Prose and Poetry – I/II	ARA-HC-1016/2016	
	Classical Arabic Prose and Poetry –I	ARA-HC-3016	
	Modern Arabic Prose and Poetry-I	ARA-HC-4016	
Bodo	Food Processing System of Bodos	BOD-RC-6014	

A compulsory paper on environmental studies is being taught at the undergraduate level as a part of the syllabus. The students are assigned to the field study on environment-related problems and to prepare field reports. Opportunities are created for students to take part in field trips, excursions, street play and cultural processions. In addition to, programs like Yoga and Meditation have been introduced by the college.

The institution also collaborates with different organizations to sensitize students on various social issues like- Human Rights, Health Care, Anti Ragging and Career Counseling Programme.

### 1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

**Response:** 46.32

#### 1.3.2.1 Number of students undertaking project work/field work / internships

**Response:** 516

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)**

**Response:** Yes

File Description	Document
Upload supporting document	<a href="#">View Document</a>



## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Enrolment percentage

**Response:** 100

##### 2.1.1.1 Number of students admitted year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
400	368	429	507	486

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
400	368	429	507	486

#### File Description

#### Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

#### 2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)

**Response:** 100

##### 2.1.2.1 Number of actual students admitted from the reserved categories year - wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
215	213	197	308	205

##### 2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
215	213	197	308	205

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 2.2 Student Teacher Ratio

### 2.2.1 Student – Full time Teacher Ratio (Data for the latest completed academic year)

**Response:** 44.56

## 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 using ICT tools

**Response:**

1. Participatory/ Exploratory Learning: Various departments of the institution are undertaking the following methods for effective participatory/ exploratory learning.
  - Field study and Survey
  - Group discussion and Seminar
  - Project work
  - Home-Assignment
  - Cleanliness programmes, tree plantations etc. are undertaken to include the students in the social responsibilities.
  - College Week is organized regularly every year to provide the students with the opportunity to use their talents.
  - Most of the college departments organize the departmental excursion to broaden the student's knowledge.
  - Saraswati Puja, Bathow Puja, Eid-e-Miladun Nabi, Freshman Social, College Foundation Day etc. are organized in the college where students participate wholeheartedly.
  - Emphasizes enriching their knowledge in the socio-cultural domain.

However, the college introduces offering awards to the students regarding their performance in the final examination to encourage them.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

<b>2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years</b>				
<b>Response: 100</b>				
<b>2.4.1.1 Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:</b>				
2021-22	2020-21	2019-20	2018-19	2017-18
25	26	28	28	28
<b>File Description</b>		<b>Document</b>		
Upload supporting document		<a href="#">View Document</a>		

<b>2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)</b>				
<b>Response: 14.81</b>				
<b>2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years</b>				
2021-22	2020-21	2019-20	2018-19	2017-18
8	3	3	3	3
<b>File Description</b>		<b>Document</b>		
Upload supporting document		<a href="#">View Document</a>		
Institutional data in the prescribed format		<a href="#">View Document</a>		

## 2.5 Evaluation Process and Reforms

**2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient**

**Response:****1. Mechanism of internal/external assessment:**

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.

External Examination is conducted by the examination committee as per the schedule of Gauhati University. Emphasis is given on free and fair examination having provision for CCTV, temporary urinals. Usually, odd semester examination is scheduled in the month of May and even semester examination is scheduled in the month of November.

**2. Mechanism of examination related grievances**

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	Document
Upload Additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

### 2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated

#### Response:

Yes, our college has clearly stated learning outcomes. The college makes the learning outcomes known to the students, teachers and other stakeholders through its prospectus which contains the Mission and Vision of the college. The same is also stated in the institutional website.

At the beginning of new academic session, the students are briefed about the vision and mission of the college along with learning outcomes and evaluation process.

Motivational lectures are conducted during the years to keep the students focused in their learning outcomes. Routine at the beginning of each semester is designed so that the courses can be covered smoothly and effectively.

The institution is running undergraduate B.A. course for the students. There are nine departments and subjects which are Assamese, English, Economics, Education, Political Science, History, Arabic, Philosophy and Bodo. The basic structures of all departments offered by the college are given in the college prospectus.

The process for the evaluation of the students in different subjects is followed as per the rules and regulations of the affiliating University authorities, board of examinations and faculties. The institution has internal examination committee that deals with effective implementation of the evaluation reforms regarding attainment of course outcomes. The college also tries to attain the course outcome and programme outcomes by conducting activities such as Cultural, NSS activities, Career Counseling, Personality Development Programme, Skill Development Programme, organizing various scholarly lectures, Health Awareness Programme etc. Annual college week is also held every year where prizes are offered to the students for their successes in different activities such as sport competition, essay writing competition, cultural competition etc.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 2.6.2 Pass percentage of Students during last five years

**Response:** 73.2

#### 2.6.2.1 Number of final year students who passed the university examination year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
259	171	201	148	218

#### 2.6.2.2 Number of final year students who appeared for the university examination year-wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
316	281	247	275	243

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

### 2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:** 3.64

File Description	Document
Upload database of all students on roll	<a href="#">View Document</a>

## Criterion 3 - 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 last five years (INR in Lakhs)**

**Response:** 0

**3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

**File Description**

**Document**

Institutional data in the prescribed format

[View Document](#)

### 3.2 Innovation Ecosystem

**3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge**

**Response:**

Our college adopted various measures for environmental protection.

- 1.Students rally often arranged by Students Union of the college to make aware about “Swachhta Abhijan” in the locality.
- 2.Tree plantations are done by NSS Unit and Teachers’ Unit and gardening is done in regular basis in the college campus, which is well maintained by NSS Unit.
- 3.Adequate steps have been taken to make the college campus **plastic free zone**.
- 4.There is one fishery in the college campus that adds to its beauty as well as enhances funds.
- 5.Proper garbage dumping is done that helps in waste management of the college.
- 6.The career guidance cell of our college is providing counseling, training and placement assistance to the students.
- 7.Our college has central library, girls’ common room, student union room, safe drinking water facility, canteen facility, waste disposal system and sanitary pads vending system. Solid wastes are disposed on the Rangia Municipality Board Service Car in regular basis.
- 8.The students are encouraged to participate in various co-curricular activities like cultural rally, practice teaching, group discussion, seminars, field study, quiz, debate, singing competition, games & sports, cooking competition, bridge competition, go as you like, drama, recitation, extempore speech etc.
- 9.The students are often taken to nearby village to study the socio-economic behaviour, health and

hygiene condition of the particular area under the supervising teachers in order to promote social obligation.

To enrich the potential of our girl students, women cell has been constituted at the institutional level with the following objectives.

- To generate a platform for our students and faculty to exhibit their talents which will help to build their personality and self-confidence.
- To promote respect and equality for female gender.
- To nurture entrepreneurial attitude among young girls so that they can become 'Employers' rather than 'Employees'.
- Celebration of International Women's Day every year.
- Organize different activities to make women aware regarding hygiene habits, health and self-defense.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### **3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years**

**Response:** 0

#### **3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>

## **3.3 Research Publications and Awards**

### **3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years**

**Response:** 0.07

#### **3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the**



**last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	1	0	0	1

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****Response:** 1.5**3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
23	4	8	6	1

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format	<a href="#">View Document</a>

**3.4 Extension Activities****3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.****Response:**

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. Visit to villages located at Rangia sub-division to make aware about environment protection, hygiene awareness.
4. Distributed template (Gohari) among the local people during the covid pandemic to bring

awareness about the virus.

5. 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.
6. Most of our teachers help corona affected people in nearby area.
7. Awareness programme "HAR GHAR TIRANGA" under AZADI KA AMRIT MAHOTSAV.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

#### Response:

Award received for extension activities during last five years

2021-22	2020-21	2019-2020	2018-19	2017-18
02	0	02	0	01

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 3.4.3 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 organised in collaboration with industry, community and NGOs) during the last five years

Response: 7

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

2021-22	2020-21	2019-20	2018-19	2017-18
6	0	1	0	0

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 3.5 Collaboration

**3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.**

**Response: 7**

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

#### 4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

##### Response:

The college has been providing only Arts Stream (UG course) having 11 numbers of classrooms and running with the semester system and newly implemented CBCS system under Gauhati University on 2019-20. Classrooms are well equipped with adequate teaching learning materials to meet the need of the students. The college has adequate numbers of close circuit camera for monitoring the classroom cum campus activities. The college provides safe drinking water to the students. We have also Vending Machine and used pad destroying machine. Besides conducting regular classes, the classrooms are used for conducting remedial classes, sessional and semester examinations, departmental meeting, indoor games etc.

There are sufficient number of seating arrangement for the students in the classroom and also for conducting examination process. All classrooms have lighting and ventilation system for the sake of students' health and hygiene. 11 number of class rooms are equipped with white board and green board. There are 23 number of computers in our college all in LAN and internet connectivity of bandwidth up to 100 Mbps. The college has 2 xerox machine and 10 printers including 2 ink jet colour printers. There are two projectors and one smart board for seminar, work related activities. There is one laboratory room for Education department. The institution has separate room for IQAC. There is canteen facility inside the college campus. The college authority has constituted various committees for proper maintenance of infrastructure and physical facilities.

The college encourages students in co-curricular activities for their all-round development. The college organizes College Week Programme annually where different competitions are held under sports, literature and cultural sections. College also organizes Induction Programme annually to promote students' cultural & intellectual activities.

The college has adequate facilities for sports and other extracurricular activities for the students including a playground inside the campus. Equipments are available for various indoor and outdoor games so that students can develop their potentialities in sports activities besides the class hours. As sports equipments, we have carrom board, badminton set, cricket set, volleyball set, weight throw, discuss throw etc. For cultural events, we have with us guitar, harmonium, tabla, etc. For yoga practices, there is proper room facility with sufficient carpets. For conducting various cultural activities, the college utilizes a big multipurpose hall due to lack of well-equipped auditorium. The students are encouraged to participate in various competitions at the university, district and state level. Sometimes college has organised workshop on yoga also. The institution has organized various health related programme with the help of Health Cell of the college and NSS Unit of the college.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

**4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)****Response:** 85.01**4.1.2.1 Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
30.02	35.70	6.69	4.42	13.39

**File Description****Document**

Institutional data in the prescribed format

[View Document](#)**4.2 Library as a Learning Resource****4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library****Response:**

Manabendra Sarma Girls' College Library was established in 1990. The library is partially computerized and automated using cloud-based Integrated Library Management System (ILMS) Koha. The library has a collection of more than ten thousand number of books which includes text books, references, journals and also have some special collection of books. Data entry as well as up gradation is going on and it is expected to be completed within a short period of time. The Online Public Access Catalog (OPAC) will be available in the college library website after library automation process is over. The library facilities are given open access system to its users. The college has a Library Advisory Committee for monitoring the performance and functioning of the library. The committee puts forward recommendations and suggestions for the up gradation of the library. The library is assisted by a guest library i/c with a library assistant and a library bearer.

The institution has subscription to e-books.

Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
0.0989	0.00698	0.057	0.240	2.18

Per day usage of the library by teachers and students (footfalls and login data for online access) during the last completed academic year is 50.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

<p><b>4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection</b></p> <p><b>Response:</b></p> <p>The college campus is well connected by Internet upto 100 Mbps bandwidth. There is at least one computer in each department, two for IQAC and others are used in library and official purposes. The college has two xerox machine and ten printers including two ink-jet colour printers.</p> <p>The college has been maintaining sufficient IT facilities with smart board, projectors and college web portal (including student automation system). Students' admission, examination form fill-up and fees collections are done through online mode. Besides the entire college campus is guarded with CCTV surveillance. In addition to this, the college has a biometric machine to regulate the attendance system of the teaching and non-teaching staff.</p>					
<table border="1"> <thead> <tr> <th>File Description</th> <th>Document</th> </tr> </thead> <tbody> <tr> <td>Provide Link for Additional information</td> <td><a href="#">View Document</a></td> </tr> </tbody> </table>		File Description	Document	Provide Link for Additional information	<a href="#">View Document</a>
File Description	Document				
Provide Link for Additional information	<a href="#">View Document</a>				

<p><b>4.3.2 Student – Computer ratio (Data for the latest completed academic year)</b></p> <p><b>Response: 55.7</b></p>	
<p><b>4.3.2.1 Number of computers available for students usage during the latest completed academic year:</b></p> <p><b>Response: 20</b></p>	

### 4.4 Maintenance of Campus Infrastructure

<p><b>4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)</b></p> <p><b>Response: 14.7</b></p>	
<p><b>4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)</b></p>	

2021-22	2020-21	2019-20	2018-19	2017-18
6.619	0.82921	4.53	0.24	3.38

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

**Response:** 84.16

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1006	1160	759	1096	856

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

#### 5.1.2 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

**Response:** C. 2 of the above

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

#### 5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

**Response:** 10.04

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years



2021-22	2020-21	2019-20	2018-19	2017-18
111	231	0	139	101

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

#### 5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

**Response:** A. All of the above

File Description	Document
Upload supporting document	<a href="#">View Document</a>

## 5.2 Student Progression

#### 5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

**Response:** 5.22

##### 5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
36	8	2	4	2

##### 5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
259	171	201	148	218

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 100

#### 5.2.2.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2	0	0	0	1

#### 5.2.2.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2	0	0	0	1

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 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 last five years

Response: 6

#### 5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at

*national/international level (award for a team event should be counted as one) year wise during the last five years*

2021-22	2020-21	2019-20	2018-19	2017-18
3	0	2	1	0

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

**Response: 1**

#### 5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1	1	1	1	1

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 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

**Response:**

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 is in turn help in the overall progress of the college. In 2019 &

2021 the association has organized an Alumnae meet where including the Principal, both teaching and non-teaching 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.

<b>File Description</b>	<b>Document</b>
Upload Additional information	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

**6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance**

**Response:**

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 personalities 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.

Decentralization and participation management of the institution is supported by the teachers represented in different committees of the college. The governing body of the college 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.

Each department has a head in charge who works in consultation with other faculties in the area like teaching –learning method, internal assessment, departmental events, assessment of students' performance etc.

Teachers' engagement and participatory aspect of college management and function of committees/ councils are discussed below:

**Governing Body:** This is the supreme body of the institution.

**Academic Committee:** This committee comprising of all the Head of the Department as member with the principal as chairman.

**Examination Committee:** The committee is entrusted with the execution of all activities related to internal and external examinations.

**Library Committee:** The committee plans for all round development of the college library resources. Meetings are often arranged to take decisions for some major issues relating to library.

**Finance Committee:** The committee is entrusted to assist and advice on all financial matters.

**Purchase Committee:** The committee is entrusted with the task of all purchases made in the institution and work in collaboration with the administrative staff regarding the matter.

**Admission Committee:** The committee looks after the entire process of admission, schedule of admission, maintaining the reservation policy as per the rules and regulations of the government, preparation of merit list etc.

**Prospectus Committee:** This committee is entrusted with the preparation of prospectus.

**Routine Committee:** This committee is entrusted with the preparation of daily class routine. The committee prepares it before the commencement of classes in every session.

The students also through their representatives in the student union take important role in the corporate life of the college.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

**6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc**

**Response:**

The functioning of the institutional bodies is effective and efficient in various fields. The institution follows a participatory mode of governance with all; the stakeholders, authority, teaching and non-teaching, alumni and present student fraternity. The Governing Body delegates authority to the President and the Principal who in turn share with the other functionaries of the institution.

The Principal Secretary forms the nucleus of the administration and is the final authority of all financial matters. The Principal is vested with the day-to-day running of the institution and has all the head of the departments, IQAC co-ordinator, the teachers and the head assistant to assist her in smooth discharge of the work.

The Finance Committee, Construction Committee, take important decisions regarding all financial matters and constructional work, renovation and maintenance of old infrastructure. The teaching and non-teaching staff are also in association to the functional work to a great extent.

The IQAC of the institution plays a vital role in assessing and assuring quality in the teaching learning and evaluation process. Various programmes and events are also conducted by the college under the aegis of IQAC.

In addition to teaching responsibilities, teachers have always been playing an important role in management and decision making of the college.

Teachers take part in making institutional policies through teachers unit, through their representatives in the Governing Body, construction committee, purchase committee of the college.

## 6.2.2 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

**Response:** B. Any 3 of the above

File Description	Document
Upload supporting document	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

### 6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

**Response:**

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.

Appraisal of the teaching staff of the institution is mainly based on the performance (PBAS) annually with the details mentioned of individual performance, the field of teaching-learning evaluation, examination-related activities, participation in co-curricular activities and professional development programme. The respective annual report is submitted to the IQAC coordinator for further perusal.

The Principal, with IQAC appoints scrutinizer for the performance based on the UGC, CAS guidelines and recommends the same for promotion. Regular record of teaching staff is maintained in the service book provided.

### **6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

**Response:** 0

#### **6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

#### **File Description**

#### **Document**

Institutional data in the prescribed format

[View Document](#)

### **6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

**Response:** 5.26

#### **6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
2	5	3	0	0



**6.3.3.2 Number of non-teaching staff year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
11	13	11	10	10

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>

**6.4 Financial Management and Resource Mobilization****6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)****Response:**

- The college has received an amount of Ten Lakhs funds from UGC Government Grant under General Development Assistance (GDA) for Twelfth Plan (2012-2017) to the college.
- The college has received an amount of 40 Lakhs funds for the construction of Girls' Hostel at Manabendra Sarma Girls' College (Three Rooms) under MSDP-12th Plan in Kamrup District, Rangia, Dated: 25-01-2018.
- The college has received an amount of One (1) crore funds for construction of Digital Library and Digital Classroom Building against grant for infrastructure development of M. S. Girls' College, Rangia.

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. The Chartered Accountant meticulously audits the finance related documents for all transactions. It is an audit of balance sheet, general fund income and expenditure and receipt and payment amount.

Serial no	Year of Audit	Date of Audit	Type of Audit	Auditor
1	2017-2018	24-01-2022	Internal Audit	N.N. D.
2	2018-2019	24-01-2022	Internal Audit	N.N. D.
3	2019-2020	24-01-2022	Internal Audit	N.N. D.
4	2020-2021	24-01-2022	Internal Audit	N.N. D.

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. 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	Document
Upload Additional information	<a href="#">View Document</a>

## 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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities**

### Response:

IQAC has organized two numbers of **National Webinar** on “**Post Pandemic Scenario of Indian Economy**” (Date: 23-08-2020) and “**Quality Enhancement Strategies and Preparation of SSR**” (Date: 07-09-2020) and One number of **State level Online Essay Writing Competition** on “**Covid-19: Its Socio-economic and Academic Effects on Indian Economy.**” IQAC has also published two **book publications** on research articles entitled “**Prajna**” and “**Prajna- A Scholarly Endeavour of Manabendra Sarma Girls’ College, Rangia.**” Moreover, **village adoption programmes, Bator Naat, and Free Health Checkup Camp** were also organized under the umbrella of IQAC. 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, co-curricular, extension, professional development etc. The IQAC monitors the promotion of faculty members and verifies the API of the concerned teachers in which they are required to appraise their performances. The respective annual report is submitted to the IQAC coordinator for further perusal. The teachers who avail duty leave to participate in any training programme must report their completion to the principal.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

**6.5.2 Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)/ membership of international networks**
- 3.Participation in NIRF**
- 4.any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc**

**Response:** B. Any 3 of the above

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## Criterion 7 - 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 and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

##### Response:

As a female higher educational institution, our college always strives to meet the objective of attaining gender equity in a society where a woman may enjoy equal opportunities with their counterpart. To attain the objective, various strategies and measures have been adopted by the college.

The institution organizes various activities and programmes as a part of increasing consciousness about national identities, symbols and fundamental rights. Various activities are performed on some important National days such as Independence Day, Republic Day, Teachers Day, International Yoga Day, International Women's Day and so on. Besides, National Voters Day on 25th January, 2022 is also observed for the first time in the institution. We have also an NSS Unit and its workers takes an active part in extending support and work for welfare of the greater college community.

The institution encourages the students to love and respect national unity and integrity. The entire college community works for the mission of better India and one India. Birth and death Anniversary of great personalities, days of National and International importance are also observed enthusiastically. Such kind of celebration acquaints the students with the contribution of the great leaders towards Indian freedom struggle and nation buildings.

World Environment Day: It is observed on 5th June every year with a day long programme. Cleanliness programme by students and plantation programme by teachers and other invited guests are conducted relating to the occasion.

International Women's Day: International women's day is celebrated every year in the institution with special programme on women inviting women from different field of proficiency. Moreover, awareness programmes on 'Legal Services to Victims of Acid Attack' and Domestic Violence on Women are being organized.

College Foundation day: Manabendara Sarma Girls' College was established on 25th August, 1984. Every year on this day plantation programme is done followed by lightening of the lamp.

Celebration of Independence Day: The India's Independence Day is celebrated on 15th August every year. Early in the morning the National Flag is hoisted by the Principal. The National Anthem is sung by the students and teachers. The principal delivers a message highlighting the significance of the Indian freedom movement and the contribution of the freedom fighters. Through her message, an attempt is made to create nationalist feelings among the students.

Celebration of Republic Day: The Republic Day is celebrated on 26th January every year. Early in the morning the National Flag is hoisted by the Principal. A speech is delivered by the Principal where she urges the students to protect the unity and integrity of India. Along with the Republic Day celebration a

Swachchata Programme is undertaken by the teachers and students.

International Yoga Day Observation: The International Yoga Day is celebrated every year on 21st June. On this occasion, some resource persons are invited to teach some yoga practices to the teachers as well as the students. A day long Programme is organized on the occasion. It proves to be very fruitful for maintaining good health among the teachers and the students.

#### 7.1.2 The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Response: B. 3 of the above

File Description	Document
Upload supporting document	<a href="#">View Document</a>

#### 7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. Green audit / Environment audit
2. Energy audit
3. Clean and green campus initiatives
4. Beyond the campus environmental promotion activities

Response: C. Any 2 of the above

File Description	Document
Upload supporting document	<a href="#">View Document</a>

#### 7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

Yes, the institution takes initiatives in providing an inclusive environment within the college campus. The institution is a centre of various ethnic and religious groups. There are almost 1300 number of students including Assamese Hindus, Muslims, Bengalis, Adivasis, Nepali, Bodos etc. Despite their communal diversities, students are working united for the greater interest of the college forgetting their own religions.

Though there is no specific programme on certificate course regarding 'Human Values and Professional Ethics' in the institution, yet the institution takes initiatives to create awareness especially amongst the students on human values, discipline, morality and professional ethics. As a part of it, the institution serves to achieve the goal in various fields. Students are always encouraged in this regard. In the classroom, often they are guided.

In the first day of admission the new students are instructed to maintain proper discipline, morality and human values not in the college hours but also in the future life. It is done in front of parents and guardians through fruitful lecture of the head of the institution. In the prospectus also, there is some rules and regulations to be maintained by the students. There is also door to door pestering/informative notice in the college campus to create awareness amongst the students on human values and moralities. Besides, induction programme is arranged especially for the new comers to make aware about human values and professional ethics.

## 7.2 Best Practices

### 7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual

**Response:**

#### **Best Practices - I**

##### **1. Title of the practice.**

Transparent Admission Mechanism

##### **2. Objectives of the Practice:**

Every year the college receives a lot of applications to seek admission into BA programme that the college run.

It is impossible for the college to cover each and every candidate seeking admission in the college. Since, demand for seats is always higher than available seats, so there comes the need of selections of candidates. It is done on the basis of merit and the college has always been trying to maintain a clear and transparent admission mechanism. In this regard, the main objective is to avoid any dispute regarding admission process. Again we observe and trying to understand the situation so that there can be no complaints regarding the admission process from the end of the students, guardians, and the community as a whole.

##### **3 The context**

The college is centrally located at the heart of the Rangia town where diverse communities and groups of people reside.

Since the institution is basically rural-based, a large number of candidates represent economically backward classes. To run the admission process smoothly, the head of the Institution constitutes an

admission committee consisting of senior and experienced faculty members as well as office staff. The admission committee prepares rules and regulations demanding on the situation. The head of the institution being the Chairman of the committee directs the other members to maintain the entire mechanism smoothly. The Convenor of the committee arranges meetings among the group members where various decisions are taken. To encourage quality education, the college has been following a very clear and transparent admission policy on merit basis.

#### **4. The practice.**

The prospectus clearly states the admission procedure of the college such as Registration Process, payment process, number of seats available per department, fees structure and so on. Students are enrolled purely on merit basis. As per the Government rule, seats are reserved for SC, ST, OBC, and differently able students. The admission committee is bestowed upon the responsibility of completing and maintaining entire admission process. After short listing the applications, the admission committee declares and displays in the notice board as well as college website the list of selected candidates in order of merit showing the marks they secure in HSSLC examination along with a waiting list. Apart from these, the head of the institution decides to enrol a few more students on the basis of some outstanding performances shown in the field of sports, music etc. In this way the whole mechanism of admission process runs clear and transparent.

#### **5. Obstacles faced and strategies adopted to overcome them.**

Limited seat capacity compared to the demand of the students is our major problem in connection with admission process. To overcome the problem, the institution has been trying to enhance the number of classroom and to introduce vocational courses, add-on courses in near future.

#### **6. The impact of practice:**

The clarity and transparency maintained in the admission process has brought about some successes in respect of achieving the desired goal. The college has succeeded in avoiding all kinds of controversies and disputes in the admission process. Secondly, the admission committee members of the college are hardly pressurized by individuals regarding the admission of the college. After the smooth completion of admission process the classes for the new session begins.

#### **7. Resource Required**

Due to large number of students enrolled every year, there comes the need for more classroom and more teachers. Situations are managed to some extent as far as possible. Classes are conducted inviting the guest faculties during the peak time.

#### **8 Contact Details:**

Name of the Institution: Manabendra Sarma Girls' College, Rangia

Address: PO: Rangia, District: Kamrup, Assam, Pin: 781354

Year of accreditation: Yet to be accredited

Grade Awarded by NAAC: NA

Email: principalmsgcollege@gmail.com

Contact person for further details: Dr. Syed Habibul Haque, Co ordinator IQAC

Contact no: 9707730262;

Email: habibulhaque43@gmail.com

Website: <http://msgcollege.co.in/>

## **Best Practices - II**

### **1. Title of the practice**

Social Harmony

### **2. Objectives of the Practice**

To celebrate various festivals and functions where the students get the opportunity to work united for the greater interest of the college community as a whole.

### **3 The context**

One of the positive parts of the institution is the inclusion of students having various religious and ethnic groups. That is why to establish social harmony amongst the students is of utmost importance.

### **4. The practice**

Every year various functions and festivals are organized such as Induction Programme, Bathou Puja, Saraswati Puja, Id - e - Miladun Nobi, and College Week Festival, Social Drive and Cleanliness Programme etc. where there is no discrimination among the students. Every year a huge cultural rally is organised among the students and teachers where multi-culture and multi-ethnic customs are exposed. The rally is performed covering the greater part of Rangia town that obviously spread a message to the society regarding social harmony. Again, various committees are constituted covering the students of different religious and ethnic groups. It will encourage the students to work for the greater interest for the college fraternity.

### **5. Obstacles faced and strategies adopted to overcome them.**

We have huge number of students but there is lack of sufficient number of teaching & non- teaching staff



to make proper guidance to them. Again, lack of government assistance is one of the major obstacles in this regard. Since the practice requires spending a bearable amount of funds. In this respect, we are trying to minimize manpower problem deploying the guest faculties and always trying to do our level best engaging mentor teachers to establish social harmony.

## 6. The impact of practice:

The practice of social harmony has brought about some successes in the locality. The parents appear happy at the engagement of their daughters in social activities at large.

## 7. Resource Required.

For establishing social harmony in true sense, both manpower and monetary resources are required.

File Description	Document
Best practices as hosted on the Institutional website	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

#### Response:

The college tries to provide priority in diverse fields keeping in mind the goal to achieve through its vision of enhancing knowledge and wisdom, women empowerment through quality education together with co-curricular activities. With a mission to educate the women from the backward areas of the neighborhood, the institution was established on 25th August, 1984 and is provincialised w.e.f. 1st January, 2013. It is located at the heart of Rangia town. The institution is the **only female higher education in the entire North-Kamrup area**. Presently, almost 1200 number of girl students are studying here. Every year students get admitted to this institution from various backgrounds consisting of diverse ethnic groups on merit basis. The college has always been trying to provide quality education and parallelly encourages the students to participate in various co-curricular activities.

Since the institution is a female institution, the college adheres to **many women-related programmes**. The objective of the institution is to **empower women through access to higher education**. The college has also given focus on the **promotion of intercultural harmony, respect and unity among diversity by imparting knowledge and responsibility**.

The college conducts various activities frequently and students participate with full enthusiasm. The students excel not only in academic spheres but also in sports and cultural programmes and bring laurels to the college. The departments organize and arrange field trips and educational tours to different places of

importance. The birth and death anniversaries of eminent personalities are celebrated with daylong programmes with paying tribute to them. Teachers and students participate and perform in different cultural events held in the institution. National festivals also are celebrated with the active participation by the members of the Manabendra Sarma Girls' College family. The college observes the annual days namely College Foundation Day, World Environment Day, World Philosophy Day, International Women's Day, International Day of Yoga and other on the respective days. The religious festivals like Saraswati Puja, Bathou Puja, Eid-a-Miladul Nabi are also celebrated with rituals and offerings.

Therefore, the college is not only promoting women education but also creating interest towards sports, culture and other extension programmes among the students specially students from rural areas. It takes the responsibility to provide a concrete platform for students to perform at national and international levels.

## **5. CONCLUSION**

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### **Additional Information :**

An agreement is being prepared with Manhit Exim Private Limited to start a training centre under NULM Scheme in our college on the courses - i. Make-up Artist, ii. Hand Embroidery and iii. Self-Employed Tailor. These job-oriented programmes will start very shortly. Hopefully, it will attract a lot of students and make them able to become self-dependent.

### **Concluding Remarks :**

The college strives to promote quality education for the students by providing adequate infrastructure and facilities so as to enable them to cope up with challenges of the society.

We cherish the vision to empower the women to flourish in their capacity to think, lead and change the society. The college has been serving the society at large for the last 38 years providing holistic education and inculcate high values through liberal education. It will continue to strive for the pursuit of knowledge and extension activities in accordance with the needs of the society as a whole.

Our mission is "to create a friendly atmosphere that would enable the students to excel in many activities" so we will strive our best to achieve the mission and make this institution a remarkable institute in the entire North-Kamrup.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.2	<p><b>Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years</b></p> <p><b>1.2.2.1. Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years</b>            Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>549</td> <td>0</td> <td>0</td> <td>560</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>68</td> <td>0</td> <td>0</td> <td>560</td> <td>486</td> </tr> </tbody> </table> <p>Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.</p>	2021-22	2020-21	2019-20	2018-19	2017-18	549	0	0	560	0	2021-22	2020-21	2019-20	2018-19	2017-18	68	0	0	560	486
2021-22	2020-21	2019-20	2018-19	2017-18																	
549	0	0	560	0																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
68	0	0	560	486																	
1.3.2	<p><b>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)</b></p> <p><b>1.3.2.1. Number of students undertaking project work/field work / internships</b>            Answer before DVV Verification : 517            Answer after DVV Verification: 516</p> <p>Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.</p>																				
2.1.1	<p><b>Enrolment percentage</b></p> <p><b>2.1.1.1. Number of students admitted year wise during last five years</b>            Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>1114</td> <td>1160</td> <td>1131</td> <td>1246</td> <td>1230</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>400</td> <td>368</td> <td>429</td> <td>507</td> <td>486</td> </tr> </tbody> </table> <p><b>2.1.1.2. Number of sanctioned seats year wise during last five years</b>            Answer before DVV Verification:</p>	2021-22	2020-21	2019-20	2018-19	2017-18	1114	1160	1131	1246	1230	2021-22	2020-21	2019-20	2018-19	2017-18	400	368	429	507	486
2021-22	2020-21	2019-20	2018-19	2017-18																	
1114	1160	1131	1246	1230																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
400	368	429	507	486																	

2021-22	2020-21	2019-20	2018-19	2017-18
1114	1160	1131	1246	1230

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
400	368	429	507	486

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

**2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)**

**2.1.2.1. Number of actual students admitted from the reserved categories year - wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
554	691	329	653	588

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
215	213	197	308	205

**2.1.2.2. Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
550	574	560	616	609

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
215	213	197	308	205

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

**2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years**

**2.4.1.1. Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
28	28	28	28	28

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
25	26	28	28	28

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

**2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)**

**2.4.2.1. Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
11	10	10	10	10

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
8	3	3	3	3

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

**2.6.2 Pass percentage of Students during last five years**

**2.6.2.1. Number of final year students who passed the university examination year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
259	159	104	41	93

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
259	171	201	148	218

**2.6.2.2. Number of final year students who appeared for the university examination year-**

**wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
316	281	243	275	243

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
316	281	247	275	243

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

3.3.1 **Number of research papers published per teacher in the Journals notified on UGC care list during the last five years**

3.3.1.1. **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
1	1	0	0	1

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	1	0	0	1

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

3.3.2 **Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

3.3.2.1. **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
29	23	4	8	7

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
23	4	8	6	1

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

**3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.**

Answer before DVV Verification :

Answer After DVV Verification :7

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

**4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)**

**4.1.2.1. Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
30.192	38.3993	6.69	5.39	13.396

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
30.02	35.70	6.69	4.42	13.39

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

**4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)**

**4.4.1.1. Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
10.367	3.1743	5.875	4.76	3.93

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
6.619	0.82921	4.53	0.24	3.38



Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

5.1.2 **Capacity building and skills enhancement initiatives taken by the institution include the following**

1. *Soft skills*
2. *Language and communication skills*
3. *Life skills (Yoga, physical fitness, health and hygiene)*
4. *ICT/computing skills*

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: C. 2 of the above

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

5.2.1 **Percentage of placement of outgoing students and students progressing to higher education during the last five years**

5.2.1.1. **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
18	18	8	3	6

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
36	8	2	4	2

5.2.1.2. **Number of outgoing students year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
316	288	277	304	279

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
259	171	201	148	218

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

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 last five years**

**5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
51	110	79	61	98

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
3	0	2	1	0

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

**5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)**

**5.3.2.1. Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
14	29	27	28	23

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
1	1	1	1	1

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

**6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

**6.3.3.1. Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
25	9	0	3	0

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
2	5	3	0	0

### 6.3.3.2. Number of non-teaching staff year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
11	13	11	10	10

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
11	13	11	10	10

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

### 7.1.2 The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Answer before DVV Verification : A. 4 or All of the above

Answer After DVV Verification: B. 3 of the above

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

### 7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. Green audit / Environment audit
2. Energy audit
3. Clean and green campus initiatives
4. Beyond the campus environmental promotion activities

Answer before DVV Verification : B. Any 3 of the above

Answer After DVV Verification: C. Any 2 of the above

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

## 2.Extended Profile Deviations

ID	Extended Questions
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1.1	<p><b>Number of students year wise during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="196 271 986 383"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>1114</td> <td>1160</td> <td>1131</td> <td>1246</td> <td>1230</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1" data-bbox="196 461 986 573"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>1114</td> <td>1160</td> <td>1131</td> <td>1160</td> <td>1230</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	1114	1160	1131	1246	1230	2021-22	2020-21	2019-20	2018-19	2017-18	1114	1160	1131	1160	1230
2021-22	2020-21	2019-20	2018-19	2017-18																	
1114	1160	1131	1246	1230																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
1114	1160	1131	1160	1230																	
2.1	<p><b>Number of teaching staff / full time teachers during the last five years (Without repeat count):</b></p> <p>Answer before DVV Verification : 26</p> <p>Answer after DVV Verification : 28</p>																				
2.2	<p><b>Number of teaching staff / full time teachers year wise during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="196 896 986 1008"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>26</td> <td>27</td> <td>27</td> <td>27</td> <td>28</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1" data-bbox="196 1086 986 1198"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>25</td> <td>26</td> <td>28</td> <td>28</td> <td>28</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	26	27	27	27	28	2021-22	2020-21	2019-20	2018-19	2017-18	25	26	28	28	28
2021-22	2020-21	2019-20	2018-19	2017-18																	
26	27	27	27	28																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
25	26	28	28	28																	
3.1	<p><b>Expenditure excluding salary component year wise during the last five years (INR in lakhs)</b></p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="196 1361 986 1473"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>40.559</td> <td>41.5736</td> <td>12.565</td> <td>10.15</td> <td>17.326</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1" data-bbox="196 1552 986 1664"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>36.93911</td> <td>36.53</td> <td>11.22</td> <td>4.66</td> <td>16.78</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	40.559	41.5736	12.565	10.15	17.326	2021-22	2020-21	2019-20	2018-19	2017-18	36.93911	36.53	11.22	4.66	16.78
2021-22	2020-21	2019-20	2018-19	2017-18																	
40.559	41.5736	12.565	10.15	17.326																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
36.93911	36.53	11.22	4.66	16.78																	