



INTERNAL QUALITY ASSURANCE CELL

MELAMORA COLLEGE

Melamora, Golaghat, Assam – 785702


Website: www.melamoracollege.comEmail – melamoracollege1987@gmail.com

ACTION TAKEN REPORT SESSION – 2017-18

ACTION TAKEN REPORT

SESSION 2017-18

DATE	DECISION	ACTION TAKEN
02-08-2017	To conduct all academic and administrative activities timely.	All academic and administrative activities were conducted timely.
02-08-2017	To organize a plantation programme.	A Plantation Programme with cooperation of local women society was successfully organized on 03-06-2017.
02-08-2017	Decided to celebrate Independence Day and organize programmes on Quiz and Marathon race.	71 st Independence Day was celebrated. Marathon race, Quiz and patriotic song competition among the students were conducted on 15-08-2017.
02-08-2017	Decided to observe teachers day on 5 th September.	Teachers Day was observed with the student's union on 05-09-2017.
02-08-2017	Decision taken on the observation of death anniversary of the founder and yoga programme organization.	Death Anniversary of Founder of the Melamora College was organized and a Yoga Training Programme was successfully conducted on 21-07-2017.
02-08-2017	Decision was taken to send students to Kochbihar.	A team comprising of college students was sent to Kochbihar for educational tour on 20-12-2017.


 Principal
 Melamora College
 Melamora, Golaghat



MELAMORA COLLEGE

Affiliated to Dibrugarh University

ESTED - 1987

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মেলামৰা, গোলাঘাট, অসম।

melamoracollege1987@gmail.com 0374-291528



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ACTION TAKEN REPORT SESSION - 2018-19

ACTION TAKEN REPORT

SESSION-2018-19

DATE	DECISION	ACTION TAKEN
13-09-2018	To conduct all academic and administrative activities timely.	All academic and administrative activities were conducted timely.
13-09-2018	Decided to observe International Yoga Day.	International Yoga Day was observed on 21-06-2018.
13-09-2018	Decided to conduct convocation.	Convocation of graduated students was conducted on 13-08-2018.
13-09-2018	Decided to celebrate Independence Day.	72 nd Independence Day was celebrated and a Marathon Race was successfully organized on 15-08-2018.
13-09-2018	Decided to celebrate teacher's day.	Teacher's Day was celebrated on 5 th September.
13-09-2018	Decided to send team for educational tour.	A team comprising of college students on merit basis was send to Rajasthan for educational tour on 21-12-2018.
13-09-2018	1. Decided to organize a swachh Bharat Abhijan.	Organized a swachh Bharat Abhijan programme on 15-09-2018


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ACTION TAKEN REPORT SESSION – 2019-20

ACTION TAKEN REPORT

SESSION-2019-20

DATE	DECISION	ACTION TAKEN
17-09-2019	To conduct all academic and administrative activities timely.	All academic and administrative activities were conducted timely.
17-09-2019	Decision taken to organize a debate completion.	An Inter District Debate Competition was successfully organized on 21-07-2019.
17-09-2019	Decided to celebrate teacher's day.	Teacher Day was celebrated and Inaugurated two Wall Magazines and Best Teacher & Best Employee Award were given on 05-09-2019.
17-09-2019	Decided to organize programme on mental health.	A One Day Training Programme on Mental Health and Hygiene was organized on 21-08-2019.
17-09-2019	Decided to take initiative for plastic free campaign.	A Plastic Free Campaign was conducted on 01-10-2019.
17-09-2019	Decided to celebrate Gandhi Jayanti.	Gandhi Jayanti was celebrated on 02-10-2019.
17-09-2019	Decision for educational tour.	A team comprising of college students was sent to educational tour to Calcutta
17-09-2019	Decision to organize convocation and career counselling.	Convocation organized on 31-08-2019 and career counselling on 28-09-2019
17-09-2019	Send for field tour of Assamese Department	Sent a team of Assamese Department Kalioni, Karbi Anglong District, Assam


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ACTION TAKEN REPORT SESSION – 2020-21

ACTION TAKEN REPORT

SESSION-2020-21

DATE	DECISION	ACTION TAKEN
16-02-2020	Decision taken on the conduct of all academic activities through online due to Covid 19 pandemic situation.	All academic activities were conducted through online. Classes were taken by using E-resources and online platforms like Whatsapp, Google meet to meet the needs of the students. Internal assessments were conducted and results were declared. End semester examinations were conducted in both online and offline mode following the circular of the Government and affiliating University.
16-02-2020	Decision to organize a webinar on ICT Use	A Webinar was organized on 20-08-2020 on online E-resources and ICT based teaching-learning tools
16-02-2020	Decision to organize a National webinar	A National level webinar was organized on Asomiya Bhasar Dhwanitatt aru Ussaranar Sudhata on 01-09-2020
16-02-2020	An essay and speech competition to be organized.	An essay competition on 05-12-2020

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ACTION TAKEN REPORT SESSION – 2021-22

ACTION TAKEN REPORT

SESSION- 2021-22

DATE	DECISION	ACTION TAKEN
27-01-2021	To conduct all academic and administrative activities timely.	All academic and administrative activities were conducted timely.
27-01-2021	Decided to organize a Tobacco Free Awareness programme.	A Tobacco Free Awareness Programme was organized on 29-01-2021
10-03-2021	To observe International Women's Day	International Women's Day was observed on 15-03-2021
09-08-2021	To Celebration of Library Day	Celebrated Library Day on 12-08-2021
09-08-2021	To organize a Covid-19 Vaccination Camp	Covid-19 Vaccination Camp was organized on 10-09-2021.
02-12-2021	To organize a seminar on Importance of Library in Educational Institution.	A seminar on Importance of Library in Educational Institution was organized by College Library on 06-12-2021.
02-12-2021	To organize workshop and seminar on the occasion of Human Rights Day.	Workshop on the occasion of Human Rights Day was organized by Political Science Department 10-12-2021
02-12-2021	Poster Competition on "Save Girl Child" to be held.	Poster Competition on "Save Girl Child" on 15-12-2021 was organized.
16-12-2021	To Inaugurate the Hand Written Magazine.	Inauguration of Hand Written Magazine by College Library on 16-12-2021 was held.
16-12-2021	IQAC to be reconstructed as per	IQAC was reconstructed as per


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	NAAC latest guideline.	NAAC latest guideline on 16/12/2021. Necessary guidance has been provided for NAAC Assessment and Accreditation process.
17-12-2021	To organize a Workshop on Buddhism in Indian society.	Workshop on Buddhism in Indian society was organized by Philosophy Department on 18-12-2021.
17-12-2021	To organize a seminar on Rural Development	A seminar on Rural Development was organized by the Economics Department on 20-12-2021.
17-12-2021	To organize a Workshop on Status of women in Indian society	A Workshop on Status of women in Indian society was organized by Sociology Dept. on 20/12/2021
17-12-2021	To organize a Workshop on National Education Policy 2020.	A Workshop on National Education Policy 2020 was organized by History Department on 21-12-2021.
17-12-2021	To organize a workshop on Importance of English Communication.	A workshop on Importance of English Communication was organized by English Department on 21-12-2021.
17-12-2021	To arrange a Street Drama on public lynching.	A Street Drama on public lynching was displayed by Assamese Department on 22-12-2021.
17-12-2021	To organize a Vaccination Camp of Japanese Encephalitis.	A Vaccination Camp of Japanese Encephalitis was arranged on 23-12-2021.
17-12-2021	To organize a Seminar on Ethnic folk Culture and Drama.	A Seminar on Ethnic folk Culture and Drama of Assamese Literature was conducted by Assamese Dept. on 24-12-2021.
17-12-2021	To send the teams for field tour of all the Departments.	Send the teams for field tours all the departments.
17-12-2021	To organize the Freshmen Social .	The Freshmen Social was organized on 03-01-2022.
17-12-2021	To prepare SSR for 1 st cycle of Accreditation.	Necessary guidance has been provided for the preparation of the SSR.
17-12-2021	To manage the college website.	The college website has been managed by uploading relevant data.

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17-12-2021	To prepare departmental profiles and faculty profiles.	Departmental and faculty profiles have been prepared and uploaded in college website.
17-12-2021	To provide ICT, Hostel, Canteen and Boy's common room facilities.	Projector, WiFi, Soul 3.0 has been installed. Boy's common room, canteen have been constructed.
02-01-2022	To conduct College Week.	College Week from 04-01-2022 to 12/01/2022 was completed.
02-01-2022	To organize the Alumni Meet	Alumni Meet was organized on 10-01-2022.
02-01-2022	To organize a Cleanliness Programme.	A Cleanliness Programme on the occasion of 73 rd Republic Day was successfully organized on 26-01-2022.
02-01-2022	To arrange the Saraswati puja.	Saraswati puja on 05-02-2022
02-01-2022	To formulate policies.	Policies formulated on research, Green campus, gender equity, divyagnjan, scholarship, e-governance, fund mobilization, student mentoring, student grievance, prevention of sexual harassment, code of conduct and adopted by the management.
04-03-2022	A Workshop on Re-Design of Assessment and Accreditation Framework to be conducted.	A Workshop on Re Design of Assessment and Accreditation Framework of NAAC Process on 05-03-2022 Was successfully conducted with Joya Gogoi College, Golaghat.
04-03-2022	A Health Awareness Program on the occasion of International Women's Day to be organized.	A Health Awareness Program on the occasion of International Women's Day on 08-03-2022 was organized.
04-03-2022	To organize a Women Invitational Football Competition in collaboration with Doria Tea.	A Women Invitational Football Competition in collaboration with Doria Tea State on 13-3-2022 was organized.
04-03-2022	An e-magazine "WISDOM" to be inaugurated.	An e-magazine "WISDOM" was inaugurated on 14-03-2022.
04-03-2022	A One Week Capacity	A One Week Capacity


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	Building Programme on basics of computer to be conducted.	Building Programme on basics of computer was conducted from 14-3-22 to 21-3-2022.
04-03-2022	A Speech Competition on the occasion of World Water Day to be organized.	A Speech Competition on the occasion of World Water Day on 22-3-2022
04-03-2022	A Workshop on journalism for Career Building to be organized.	A Workshop on journalism for Career Building on 23-03-2022 was organized.
04-03-2022	To be held a Yoga Training Programme.	A Yoga Training Programme on 23-03-2022 was organized.
04-03-2022	A Street Drama on Assam Public Service Right Act to be displayed.	A Street Drama on Assam Public Service Right Act with SAHARI NGO, Assam on 26-03-2022 was displayed.
04-03-2022	A One Day of Spring on the occasion of World Poetry Day to be organized.	A One Day of Spring on the occasion of World Poetry Day was organized by Assamese Department on 30-03-2022.
01-04-2022	A Legal Awareness Program on Law Related to Women to be organized.	A Legal Awareness Program on Law Related to Women on 02-04-2022 was conducted.
01-04-2022	Bihu Workshop to be organized.	A Bihu Workshop from 5-4-2022 to 11-4-2022 was successfully organized.
01-04-2022	A Health Check-up and Awareness Program to be organized.	A Health Check-up and Awareness Program on the occasion of World Health Day on 07-04-2022 was organized.
01-04-2022	To be organized Swatch Bharat Abhiyan.	Swatch Bharat Abhiyan on 08-04-2022 was organized.
01-04-2022	To organize the Bohagi Mela on 09-04-2022.	Bohagi Mela was organized on 09-04-2022.
01-04-2022	An awareness Program on Mother role on the occasion of International Mothers May to be held.	An awareness Program on Mother role on the occasion of International Mothers Day on 09-05-2022 was organized.
01-04-2022	A Life Skill Development Programme on to be held.	A Life Skill Development Programme on 09-05-2022 was held.
01-04-2022	To be Observed World Environment Day.	Observed the World Environment Day on 05-06-2022.
01-04-2022	To Celebrate Bishnu Rabha Divas on 20-06-2022.	Celebrated Bishnu Rabha Divas on 20-06-2022.

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01-04-2022	To be observe International Yoga Day & death Anniversary of the College founder and Inauguration of E Magazine on 21-06-2022	Observed International Yoga Day & death Anniversary of the College founder and Inauguration of E Magazine on 21-06-2022
01-04-2022	Prize distribution	Prize distribution of annual college week organized on 09-06-2022
01-04-2022	Decided to organize Eye check-up camp	Organized an eye check-up camp on 12-06-2022
01-04-2022	To organize a bi-cycle rally	A BI-cycle rally was organize on 03-06-2022.
09-08-2022	To organize Har Ghar Tiranga Rally on 13-08-2022	Har Ghar Tiranga Rally was organized on 13-08-2022.
09-08-2022	To be celebrated the National Unity Day on 31-10-2022	National Unity Day on 31-10-2022 was celebrated.
09-08-2022	To conduct Academic Audit.	Conducted Academic audit on 02-11-2022.
09-08-2022	To conduct Green Audit.	Green audit report was prepared.
09-08-2022	To organize an art competition.	Organized an art competition jointly with Zonal ACTA, Golaghat on 21-10-2022.pp
16-12-2022	To organize a Workshop on NAAC Assessment and Accreditation Process on 17-12-2022	A Workshop on NAAC Assessment and Accreditation Process on 17-12-2022 was organized.
16-12-2022	To submit IIQA	Submitted IIQA for 1 st cycle of NAAC Assessment on 21/12/2022 successfully. It was approved.
16-12-2022	To submit SSR timely	Prepared for submission.

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COLLABORATION WITH JOYAGOGOI COLLEGE

MEMORANDUM OF UNDERSTANDING

BETWEEN

JOYA GOGOI COLLEGE, KHUMTAI, GOLAGHAT, ASSAM, INDIA

AND

**MELAMORA COLLEGE, MELAMORA, GOLAGHAT, ASSAM,
INDIA**

5TH DAY OF MARCH 2022

Principal
Melamora College
Melamora, Golaghat



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melamoracollege1987@gmail.com 03774-291528



অসম ASSAM

26AA 830841

Sanjib Kr. Choudhary
Adm. In-charge

Memorandum of Understanding
between
Joya Gogoi College, Khumtai, Assam, India
and
Melamora College, Melamora, Assam, India
This Memorandum of Understanding (hereinafter referred to as MOU)
is made on this 5th day of March, 2022

The aforesaid institutes are hereinafter referred to individually as institute and collectively as institutes. Subject to both the institutes' relevant obligations of domestic laws, the Joya Gogoi College, Khumtai, Assam, India and the Melamora College, Melamora, Assam, India agree to sign this MOU for academic cooperation in the areas of mutual interest, and in accordance with terms and conditions laid down in this MOU.

Objectives:

The MOU aims at fostering collaboration, providing opportunity for global experience, facilitating advancement of knowledge and exchange of information, professional expertise on the basis of principles of reciprocity, best effort, mutual benefit and frequent interactions. Both the parties agree:

- i. To exchange information on research and educational program.
- ii. To exchange information on teaching learning materials and other literatures relevant to their educational and research program.
- iii. To exchange faculty on academics and extra-curricular activities.
- iv. To jointly organize short-term educational programs, seminar, conferences, workshops on topics of mutual interest and to invite each other's faculty to participate their in.
- v. To exchange students for the purpose of education, sports, cultural and extension.
- vi. To share maximum 50 percent of academic syllabus in the Department of English and Education between the two institutes.
- vii. To extend the program in the field of Humanities and Social Sciences.

Principal
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26AA 830842

Douglas K. ...

viii. To share resources of the library through Library Resource sharing Program.

Amendment:

Amendment to this MOU shall be made through written consent agreed upon by both the institutions at any time.

Non-Exclusivity:

The relationship between both the institutes under this MOU shall maintain the principle of non-exclusivity and hence both the institutes including their departments, centres, cells and subsidiaries are free to pursue other MOUs, agreements or collaborations of any kind with other parties.

Transfer of Responsibility:

Since this MOU is concluded on the basis of professional competence and expertise of both the institute, under no circumstances either party shall transfer or assign this agreement or right or obligations arising from the MOU, either wholly or in part to any third party.

Tenure and Termination:

This MOU will come in to effect from the date it is signed by the representatives of the two parties. It will remain valid for five years, and may be continued thereafter after suitable review and mutual agreement. Either institute may terminate the MOU by giving written notice to the other institute six months in advance. After termination, neither institute will be responsible for any loss, financial or otherwise, which the other institute may suffer. However, both the institute will ensure that all the activities in progress under this MOU are allowed to complete successfully.

[Signature]
Principal
Melamora College
Melamora, Golaghat



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26AA 830841

Redressal of Disputes:

If there be a dispute relating to any aspect of academic cooperation then the Principal, Joya Gogoi College, Khumtai, Assam, India and the Principal, Melamora College, Assam, India, will jointly resolve the dispute in the spirit of independence, mutual trust and respect and shared responsibility.

On behalf of Joya Gogoi College

On behalf of Melamora College

Dr. Anjya Kr. Das
Principal
Joya Gogoi College
Khumtai, Golaghat

(Mr. Sanjib Kr. Baruah)
Principal
Melamora College

Witness:

1.

1.

2.

2.

(Signature)
Principal
Melamora College
Melamora, Golaghat



Collaboration with GKD619

Memorandum of Understanding

The following agreement is by and between GKD619 (www.gkd619.com) and Melamora College, Melamora, Golaghat

WHEREAS, Developer is an independent contractor hired to develop College website (<https://melamoracollege.com/>), Educational ERP software, College student ID card.
WHEREAS, Client seeks to utilize Developer services to develop a College website, Educational ERP software, College student ID card, Library card and bulk sms system for the college.

WHEREAS, the parties acknowledge that the Internet is neither owned nor controlled by any one entity; therefore, Developer can make no guarantee that any given reader shall be able to access Developer designed pages at any given time. Developer represents that it shall make every good faith effort to ensure that its designed sites are for as large an Internet viewing audience as possible;

NOW THEREFORE, in consideration of the mutual promises contained herein, the parties agree to the terms and conditions as follows;

- 1. Payments and time:** All the developed content will remain the property of Developer until the project cost has been paid in full. Developer reserves the right to remove the site from service until payment has been received in full. Hereby both the parties agree to sign the contract for a time of 5 years from the date of signing the agreement.
- 2. Content:** Client agrees to provide content for the site's pages, if the images or text is to be added to the website.

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Melamora, Golaghat



3. Completion Date: Developer and the Client must work together to complete the project in a timely fashion. Developer agrees to work expeditiously to complete the project and it's maintenance on time. In the event that the Client fails to provide content, graphics or any other material needed to complete the project, the developer will not be held responsible for delays in completion.

4. Copyrights and Trademarks: The Client represents (informs) to Developer and unconditionally guarantees that any elements of text, graphics, photos, designs, trademarks, or other artwork furnished to Developer for inclusion in Web pages are owned by the Client, or that the Client has permission from the rightful owner to use each of these elements, and will hold harmless, protect, and defend Developer from any claim or suit arising from the use of such elements furnished by the Client.

5. Copyrights to Web Pages: Developer retains the intellectual rights to all hypertext markup language (HTML), computer programming, and graphical layout design performed within the Client's web site. Upon site transfer and payment in full, Developer will allow Client to use and replicate the HTML coding for its own lawful purposes. Rights to source code, work-up files, and computer programs are specifically not transferred to the Client, and remain the property of their respective owners.

6. Design Credit: Client agrees that the Developer may put a byline on the bottom of their index web page establishing design and development credit. Client also agrees that the website created for the Client may be included in the Developer's portfolio.

7. Assignment of Project: The Developer reserves the right to assign certain subcontractors to this project to ensure the right fit for the job as well as on-time completion. The Developer warrants all work completed by subcontractors for this project.

8. Non disclosure: The Developer, its employees and subcontractors agree that, except as directed by the Client, it will not at any time during or after the term of this Agreement disclose any Confidential Information to any person whatsoever. Likewise, the Client agrees that it will not convey any Confidential information obtained about the Developer to another party.

10. Performance Liability: Developer does not warrant that the functions supplied by Web pages, consultation, advice, or Internet Website will meet the Client's requirements or that the operation of Web pages will be uninterrupted or error-free. The entire risk as to the quality and performance of the Web pages and Website is with Client. In no event will Developer be liable to the Client or any third party for any damages, including any lost profits, lost savings or other incidental, consequential or special damages arising out of the operation of or inability to operate these Web pages or Website, even if Developer has been advised of the possibility of such damages. It is solely client's responsibility to maintain and entry the data into the system.

11. Agreement Revisions: Revisions to this Agreement will be considered agreed to by Developer and Client when 1 month written notice of requested changes have been signed by both parties.

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12. **Lawful Purpose:** Client may only use Developer's design services for lawful purpose. Transmission of any material in violation of any Federal, State or Local regulation is prohibited. This includes, but is not limited to copyrighted material, material legally judged to be threatening or obscene, pornographic, profane, or material protected by trade secrets. This also includes links or any connection to such materials.

13. **Renew System:** Hosting And AMC. Price may be changed depending on domain and hosting if its increased in market. The cost for Student's ID card will depend on number of quantity of the said product.

14. **Back Up:** Back up of database will be maintained only at the end of the month.

15. **Entire Understanding:** The agreement contained in this "Website Design Development Agreement" constitutes the sole agreement between Developer and Client regarding its web design service. It becomes effective only when signed by both parties. All prices specified in this Agreement will be honored for the terms listed above after both parties sign this Agreement. Continued services after that time will require a new agreement. This agreement shall be governed and construed in accordance with the laws of the Assam, India.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date indicated below.

Signature [Signature] 21/12/2021
Principal
Melamora College
Melamora, Golaghat

21/12/2021
Date

Signature [Signature] 21/12/2021

21/12/2021
Date

PROPRIETOR
Mrs. Anvesha Goswami
www.gkd619.com.

[Signature]
Principal
Melamora College
Melamora, Golaghat

[Signature]
Coordinator
IQAC
Melamora College
Golaghat
21/12/2021



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GREEN AND ENVIRONMENT AUDIT REPORT 2021-22

GREEN AND ENVIRONMENT AUDIT REPORT
SESSION-2021-2022



MELAMORA COLLEGE

MELAMORA ,GOLAGHAT, ASSAM

PREPARED BY:

GREEN AND ENVIRONMENT AUDIT ASSESSMENT COMMITTEE
MELAMORA COLLEGE, MELAMORA , GOLAGHAT, ASSAM

Approved
Principal
Melamora College
Melamora, Golaghat



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Office of the Principal

MELAMORA COLLEGE

VILL & P.O. MELAMORA

DIST. GOLAGHAT, PIN - 785 621 (ASSAM)



Phone No. : 94352 49789

E-mail : sanjibboruah6107@gmail.com

Ref. No. : M.M.C./NAAC/2022

Date : 9/12/2022

To,

The District Agriculture Officer
Golaghat District
Golaghat, Assam.

Sub: Regarding the Green and Environment Audit of Melamora College.

Sir,

With due respect, I would like to inform you that the Melamora College is preparing for the 1st Cycle of NAAC Accreditation process. Therefore, the Green and Environment Audit Assessment Committee of Melamora College has prepared the Green and Environment Audit Report for the session 2021-22. So, I kindly request you to issue the auditing certificate attached with the Audit Report after verifying it.

This is for favour of your kind information and necessary action.

Yours sincerely

(Mr. Sanjib Kr Boruah)
Principal cum Secretary
Melamora College,
Principal
Melamora College
Melamora, Golaghat

Verified the audit report & satisfied

19/12/2022
Sub-Divisional Agri. Officer
Golaghat Sub-Division
Dist. Golaghat (Assam)



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MELAMORA COLLEGE

Affiliated to Dibrugarh University

ESTED - 1987

মেলামৰা মহাবিদ্যালয়

মেলামৰা, গোলাঘাট, অসম।

melamoracollege1987@gmail.com 03774-291528

ACKNOWLEDGEMENT

Green and Environment Audit Assessment Committee, Melamora College hereby express our gratitude to the Principal, Melamora College for assigning this important work of preparing a report for conducting Green and Environment Audit by District Agriculture Officer, Golaghat. We appreciate the cooperation extended to our team during the entire process of study. Our special thanks are due to the teaching and Non -Teaching staff of the college for giving us necessary inputs to carry out this vital exercise of preparing the report for Green and Environment Audit. We are also thankful to other staff members who were actively involved in the process.


GREEN AND ENVIRONMENT AUDIT ASSESSMENT COMMITTEE

MELAMORA COLLEGE, MELAMORA , GOLAGHAT

- Mr. Biswajit Bora , Assistant Professor.
Department of Political Science
- Mrs. Juri Baruah , Assistant Professor
Department of Economics
- Mr. Dibakar Barman , Assistant Professor
Department of English
- Mrs. Chumi Bora , Assistant Professor
Department of English
- Mr. Luhit Nath , IQAC Coordinator



Main Gate of the College


Principal
Melamora College
Melamora, Golaghat



1. Introduction

1.1 About the College

Melamora College, Golaghat is one of the pioneer institutions for higher education in the field of commerce and arts in this region. It was established in 1987 with Arts stream. The College has received provincialisation on 14.08.2013. The institution is affiliated to Dibrugarh University.

The college is located at Melamora , Golaghat, Assam which is a rural area. It is 16 km from Golaghat town. The college is spread in 10 bighas of land which includes college buildings, Boy's hostels and a playground.

1.1. Campus Infrastructure

The college campus has an administrative building, academic block, library, Auditorium, Boy's Hostel etc. Most of the buildings are a combination of old Assam type pattern and RCC building.

The fundamental aim of the college is to provide sound learning to young minds under circumstances to ensure all round development of their personalities. It encourages students to achieve academic excellence to take up suitable career and also to develop extracurricular activities and traits to contribute for enrichment of their family and society.



Location Map of Melamora College

Principal
Melamora College
Melamora, Golaghat



1.2 Vision and Mission

1.2.1 Vision

To create conscious, integrate and wholesome human beings who remain fixed to their goal and the ever-changing values and perspective of life so as to enable them to work for sustainable and holistic development of the society with a view to meeting the challenges and opportunities of life in the noblest and most disciplined manner.

1.2.2. Mission


- ★ To cater to the academic and professional needs of the students through value based quality education
- ★ To promote the marginalized students in order to uphold social equality
- ★ To create ethical human capital in the form of globally competent entrepreneurs, professionals and enterprising citizens

1.3. Environmental Policy of the College

- To establish Rain Water Harvesting Unit
- To Maintain dry and wet dustbin
- To Minimize use of plastics and papers
- To Minimize wastage of water and electricity
- Use of renewable energy
- Plantation for reducing air pollution and mitigate carbon emission

2. Introduction to Green Audit

Green Audit is a process of systematic identification, quantification, recording and reporting of environmental quality and diversity of the concerned place. The process of modernization has led to several environmental crises. On this backdrop it becomes essential to adopt a system of Green Campus and follow environment friendly methods in process of work. Thus, it is imperative for the college to evaluate its contribution for a sustainable future by reducing pollution in all fields. The National Assessment and Accreditation Council (NAAC) has made it mandatory that all Higher Educational Institutions to ensure that they contribute towards reduction of global warming and adoption of environment friendly measures.


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2.1. Objectives of the Study

The process of Green Audit adopted in the college aims to promote environment management and conservation in and around the College Campus. The objectives of Green Audit are as follows:

- To document the flora and fauna diversity of the college.
- To know about the environmental condition of the college, viz., air, water and soil.
- To estimate the energy consumption of the college.
- To monitor waste generation and management in the college campus.
- To ensure optimum utilization of resources to reduce carbon footprint.
- To suggest measures for clean and green environment.

3. Methodology

3.1. Onsite Visit

All the team members of Green Audit Committee of the college visited the places physically, inspected, instructed the concerned for improvement and safety measures were undertaken wherever necessary to minimize the impact on environment.

3.2. Survey and Analysis

The Green Audit Committee arranged to send the water and soil samples to the authorized Laboratories/institutes for analysis.

4. Water Quality Assessment and Management

Water is used in the college for various purposes like drinking, gardening, cleaning, washing clothes, utensils, preparing food, cleaning and maintaining toilets. The main source of water is ground water which needs to be filtered due to hard water quality. RO filters have been installed.

The water quality of Melamora College was tested by District Level Laboratory under Public Health Engineering Department (PHED), Golaghat Division, Golaghat, Assam. As per their report the physical and chemical quality of the water of college premises is within the permissible limit. Turbidity, PH and iron content found in the water of Melamora college were 4 NTU, 6.9 and 0.34 ppm respectively. The process of water testing would be conducted even in future also. A Rain Water Harvesting plant has been set up in the college to conserve water. Leakage of water from RO's and taps was taken care of.


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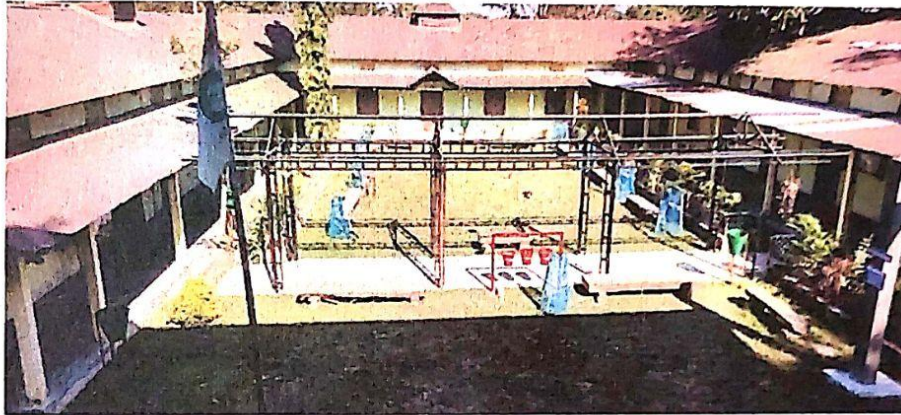


Rain water Harvesting



5. Soil Quality Management

It involves practices and treatments to protect soil and enhance its performance. In order to conserve and improve soil quality, plantation programmes are being conducted by the college on regular interval and most of the lands in the college are covered by grasses to avoid soil erosion. During gardening organic wastes are added in the soil to maintain soil quality. The use of plastic and paper is minimized within the college campus.




6. Air Quality and Management

The college is situated in a rural area and free from any hazardous pollution but greenhouse gases are emitted by vehicles, air conditioners and refrigerators. To mitigate the situation many plants have been planted over the year in the college premises. The college campus is a 'No Smoking' area and the rooms of the college are well ventilated with ventilators.

7. Waste Management

Solid waste generated in the process of different works can be channeled towards green use by recycling and reuse. These wastes are harmful for humans and animals and put threat to the health of all the stakeholders. Generation of bio degradable and non-bio degradable waste and its proper disposal is a challenge. The college has been trying to make itself plastic free by creating awareness among students, teachers and other stakeholders. Waste in the form of newspaper, other paper records are stored in proper places and disposed off timely. Dustbins are maintained in the college premises to separate dry and liquid wastes. There are 11 dry dustbins and 1 wet dustbin.


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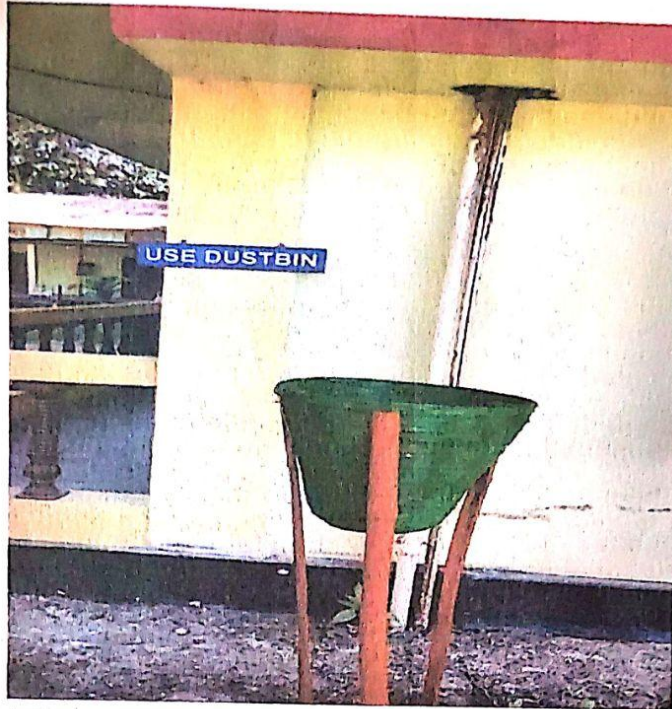
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Principal
Melamora College
Melamora, Golaghat



MELAMORA COLLEGE

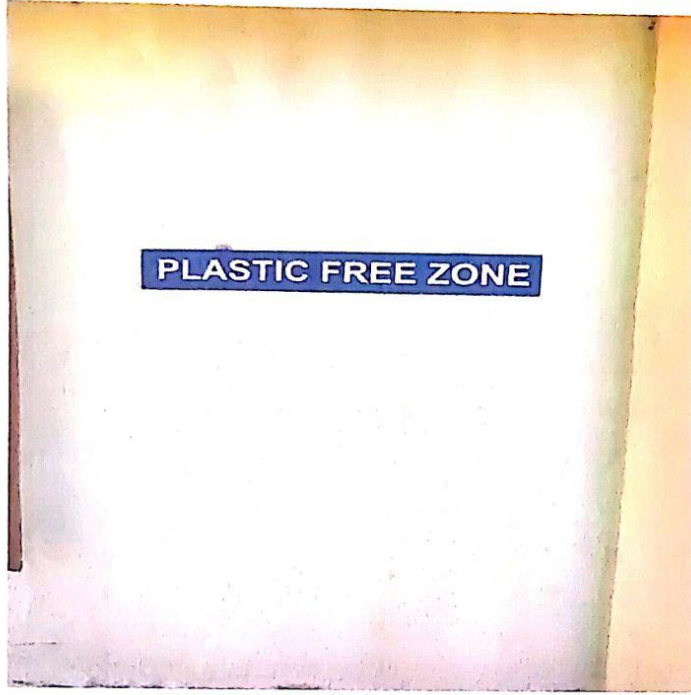
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Principal
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Melamora, Golaghat



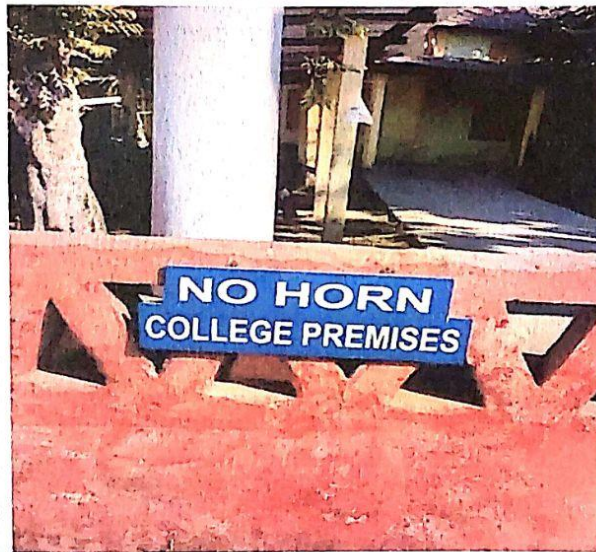
Dustbins in the College Premises

7.1 E- Waste Management

Electronic and electrical equipment generate e-waste in the college. The defective items are being stored and given to scrap agents for disposal. The e-waste generation in the college is very few. Damaged computers and other electronic items are being handed over to authorized agents. Old computers are repaired and reused.

8. Noise Pollution Management

Being located in a semi -urban area, the noise pollution in the campus and hostel is minimum. The entrance of the college has been declared as "No Horn Zone". The area around library is declared as "Silence Zone".




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Noise Pollution Management in the college

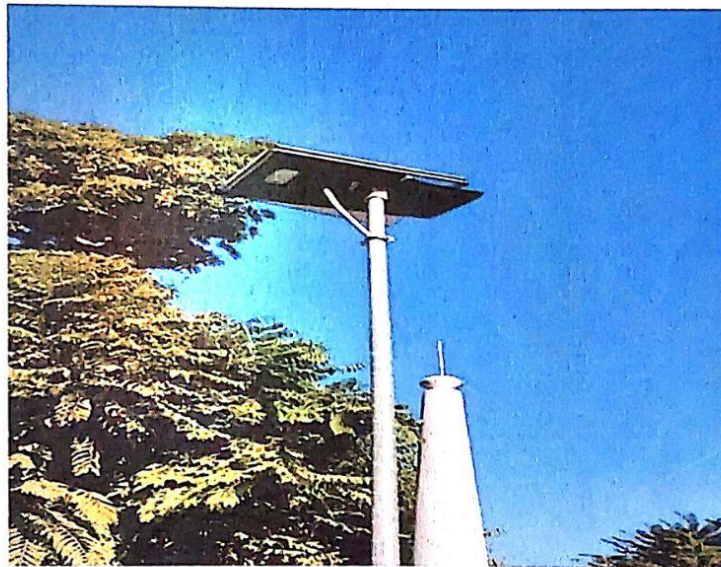


9. Electricity Consumption and Management

Energy is primary input requirement for operation of an organization and is consumed on a wide scale. The efficient use of energy and its sustainable use are of prime importance to sustain in the long run. Presently, the college uses electricity of 120KW for college generated by APDCL, Government of Assam. During power cuts the college relies on the generator.

To preserve energy, the college uses LED bulbs.

In order to reduce consumption of electricity, the college must install more solar panels and other source of renewable energy. Old tubes and bulbs must be replaced with new LED connections and the power supply to the college must be cut down after completion of classes to reduce unnecessary wastage of power. Replacement old electrical appliances, turning off electrical equipment's when not in use are simple ways to conserve energy.



10. Biodiversity Status of the Campus

Some Name of the trees planted in the college campus and outside of it.

Common Name/LocalName	Scientific Name
Sasi	<i>Aquilaria malaccensis</i>
Silikha	<i>Terminalia chebula</i>
Guava	<i>Psidium guajava</i>
Mango	<i>Mangifera indica</i>
Krishnachura	<i>Delonix regia</i>
Bokul	<i>Mimusops elengi</i>
Neem	<i>Azadirachta indica</i>


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Amlokhi	Phyllanthus emblica
Segun	Tectona grandis
Night Jasmine	Nyctanthes arbor-tristis
Bogori	Ziziphus jujuba
Blackboard	Alstonia scholaris
Custard Apple	Annona squamosa
Bor/banyan	Ficus benghalensis
Gomari	Gmelina arborea
Outenga	Dillenia indica
Debodaru	Monoon longifolium
Pine	Pinus sp.
Bottle Brush	Callistemon citrinus
Litchi	Litchi chinensis
Poma	Chukrasia tabularis
Soalu	Litsea monopetala
Jamu	Syzygium cumini
Jackfruit	Artocarpus heterophyllus
Coconut	Cocos nucifera
Kaasarakasaru	Vitex glabrata
wood apple	Aegle marmelos
Kordoi/Star fruit	Averrhoa carambola
Acacia	Acacia sp.
Cotton tree	Bombax ceiba
Nahor	Mesua ferrea
Papaya	Carica papaya
Kodom	Neolamarckia cadamba
Radhachura	Caesalpinia pulcherrima
Artocarpus	Artocarpus sp.
Moila tree	Mallotus tetracoccus
Gohar	
Olive tree	Olea europaea

11. Human Health and Safety

The college along with its different wings has been conducting different programmes for improving the health and safety of the nearby community in collaboration with different government departments. The college organized anti-Tobacco awareness programme ,Covid vaccination camp, Japanese encephalitis vaccination camp, Eye checkup Camp, Mental health programme etc.


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The list of programmes conducted relating to human health is as follows



SN.	Topic	Venue	Date
1	A Tobacco Free campaign	Melamora College	29/01-2021
2	Health Checkup	Melamora College	07/04/2022
3	International Water Day	Melamora College	22/3/2022
4	Japanese Encephalitis vaccination	Melamora College	21/12/2021



Anti-tobacco Awareness Program



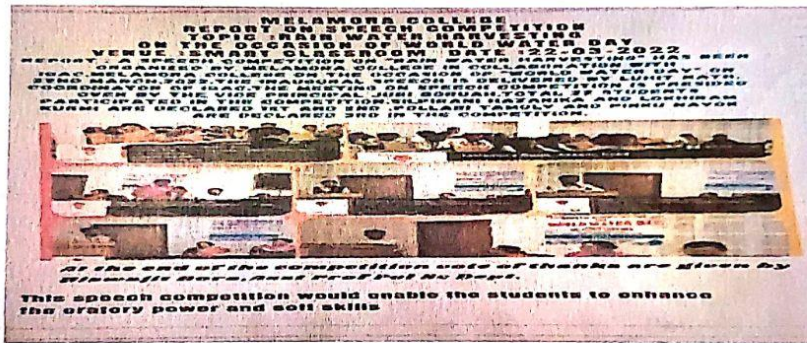
SIGNATURE OF STUDENTS

[Handwritten Signature]
 Principal
 Melamora College
 Melamora, Golaghat

[List of student names]



Health Checkup Camp



World Water Day

12. Best Practices

The best practices adopted by the college for preserving the environment are as follows

- a. Plastic free campaign for Eco-friendly atmosphere.

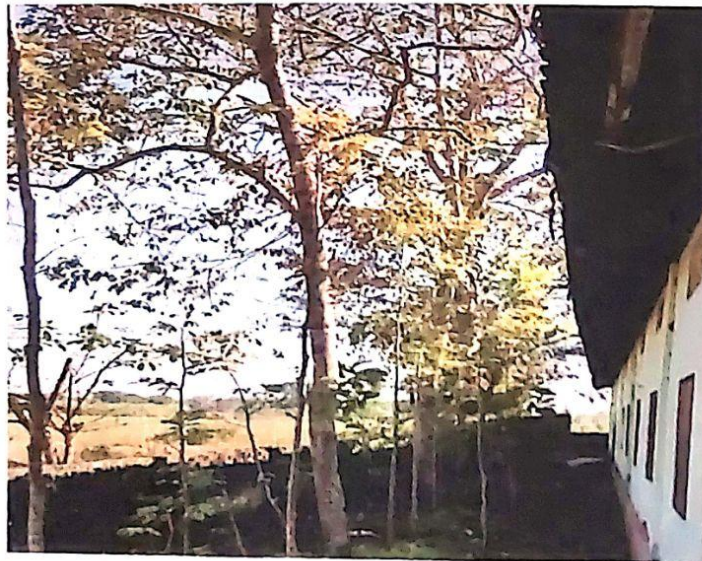


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Principal
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13. Plantation Programmes

Plantation programme was organized by Melamora College College in its campus for beautification. The students and teachers of the College participated in the programme




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MELAMORA COLLEGE

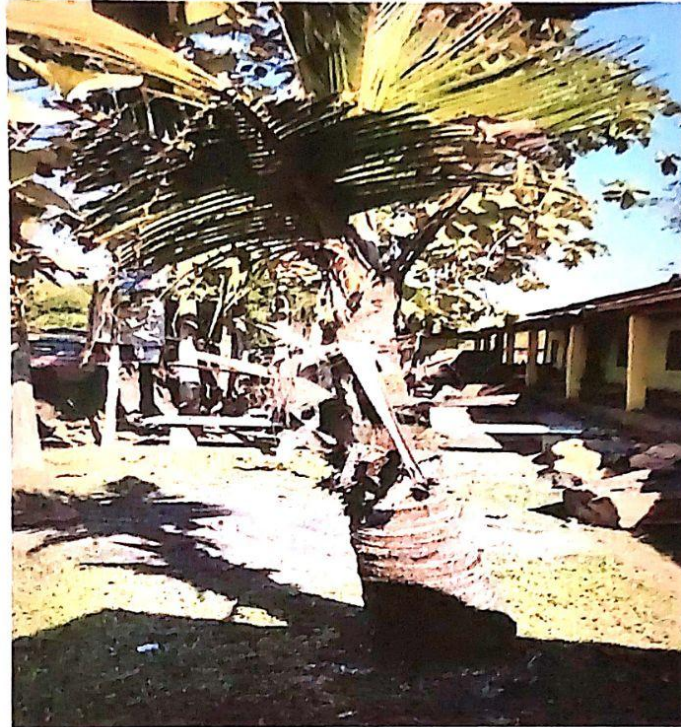
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Melamora, Golaghat



Certificate on Water Quality

PHYSICO-CHEMICAL LABORATORY (PHYSICO-CHEMICAL DIVISION)
GOLAGHAT, ASSAM

Receipt No. 2019/2020
Water Analysis Report Of Melamora College

01 Name of Collector
02 Date of Collection 20/10/20
03 Date of Dispatch 20/10/20
04 Date of Testing 20/10/20
05 Type of Sample 2.10.20
06 Type of Analysis Physical Chemical Bacteriological

TEST	PERMISSIBLE LIMIT	RESULT
01 Turbidity	1.0 - 5.0	4.5
02 Total Dissolved Solid	500 - 2000
03 PH Value	6.5 - 8.5	6.9
04 Iron	0.3 - 1.0	0.24 mg/l
05 Hardness	200 - 600	135
06 Calcium	75 - 200
07 Magnesium	30 - 100
08 Alkalinity	200 - 600	275
09 Chloride	250 - 1000
10 Nitrate	45 (No relaxation)
11 Sulphate	200 - 400
12 Residual Chlorine	0.2 - 1.0
13 Arsenic	0.01 (No relaxation)
14 Fluoride	1.0 - 1.5

15. BACTERIOLOGICAL

RESULT	COLIFORM	ECOLI	RESULT
a) Excellent	No Coliforms/100 ml	Nil
b) Satisfactory	1-2 Coliforms/100 ml	Nil
c) Suspicious	3-10 Coliforms/100 ml	Nil
d) Unsatisfactory	above 10 coliforms/100 ml	Nil

ADVIC: Report, as per as Sample Received

Signature
Asst Chemist

Signature
In charge, Laboratory

Principal
Melamora College
Melamora, Golaghat



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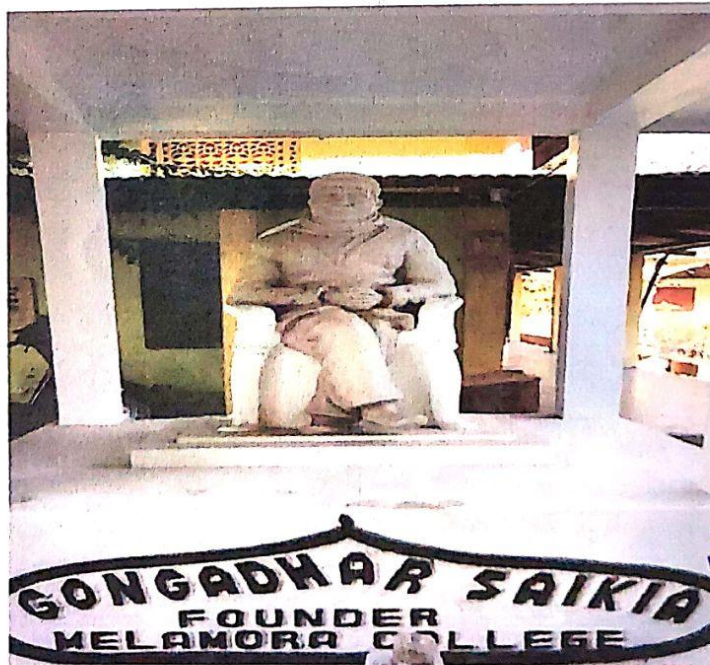
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মেলামৰা, গোলাঘাট, অসম।

melamora college1987@gmail.com 0374-291528



Memorial of Founder of the College



Dr
Principal
Melamora College
Melamora, Golaghat



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EXTERNAL AUDITOR'S CERTIFICATE
GREEN AND ENVIRONMENT AUDIT
MELAMORA COLLEGE, SESSION: 2021-22

This is to certify that Melamora college has completed the Environment and Audit for the session 2021-2022. This certificate is issued on the basis of the report submitted by the Environment and Audit committee of Melamora College.

Sign of Auditing Agency
District Agriculture Officer
Golaghat, Assam
Sub-Divisional Agril. Officer
Golaghat Sub-Division
Dist. Golaghat (Assam)
Y Das

Principal
Melamora College
Melamora, Golaghat



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INTERNAL QUALITY ASSURANCE CELL

MELAMORA COLLEGE

Melamora, Golaghat, Assam - 785702

Website: www.melamoracollege.com

Email - melamoracollege1987@gmail.com

IQAC MINUTES

2017

IQAC MINUTES

Agenda:

1. Seat taking.
2. Inaugural speech.
3. Discussion.
4. Decision.
5. Adjourned.

Today on 2/8/2017, a core committee meeting of IQAC, Melamora College was convened at Principal's Room. The meeting was started with the inaugural speech delivered by the chairperson cum Principal Mr. Sanjib Kr. Boruah.


Member present:

Sl. No	Name	Signature
1.	Mr. Sanjib Kr. Boruah	
2.	Mr. ProtimSaikia	
3.	Mr. LuhitNath	
4.	Mr. Dibakar Barman	

After discussion, the following decisions were taken unanimously:

1. To conduct all academic and administrative activities timely.
2. Decided to celebrate Independence Day and organize programmes on Quiz and Marathon race.
3. Decided to observe teacher's day on 5th September.
4. Decision taken on the observation of death anniversary of the founder and yoga programme organization.
5. Decision was taken to send students to Kochbihar.

After vote of thanks extended by the co-ordinator, the meeting was adjourned.


Principal
Melamora College
Melamora, Golaghat



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Ref

IQAC MINUTES 2017

date ..12/08/2017..

IQAC MINUTES







Agenda Items :

- Item no 1: Preparation of class routine for the next session.
- Item no 2 : Completion of courses in stipulated period.
- Item no 3 : Conducting workshops and seminars.


Resolutions :

1. The vice principal is to initiate the preparation of the class routine for the current session.
2. All the HODS shall take the responsibility for the completion of courses in time.
3. Departmental seminars and workshops are to be conducted.

Members Present :

1. Mr . Sanjib Kr. Boruah 
2. Mr. Protim Saikia 
3. Mr . Prodip Saikia 
4. Mr Luhit Nath 
5. Mr . Dibakar Barman 
6. Mrs .Juri Baruah 

The meeting is chaired by the Principal cum Chairperson, IQAC.


Principal
Melamora College
Melamora, Golaghat


Principal
Melamora College
Melamora, Golaghat



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Ref

IQAC MINUTES 2018

7/8/2018

IQAC MINUTES

MEMBERS PRESENT:

1. Mr Sanjib Kr Boruah
2. Mrs Juri Baruah
3. Mr Protim Saikia
4. Mr Luhit Nath
5. Mr Dibakar Barman

AGENDA ITEMS :

Item No 1 : Preparation of College for introducing CBCS.

Item No 2 : Conducting awareness programmes and extension activities.

Discussion :

The aforesaid agenda items have been discussed thoroughly with the guideline provided by Dibrugarh University.

Resolutions :

1. The preparation of the College prospectus for new session is to be completed at earliest.
2. More awareness and extension activities are to be conducted.

The meeting is chaired by the Principal cum Secretary , IQAC.

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Melamora College
Melamora, Golaghat

Principal
Melamora College
Melamora, Golaghat



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IQAC Minutes 2018

Agenda:

1. Seat taking.
2. Inaugural speech.
3. Discussion.
4. Decision.
5. Adjourned.

Today on 13-09-2018, a core committee meeting of IQAC, Melamora College was convened at Principal's Room. The meeting was started with the inaugural speech delivered by the chairperson cum Principal Mr. Sanjib Kr. Boruah.

P

Sl. No	Name	Signature
1.	Mr. Sanjib Kr. Boruah	
2.	Mr. ProtimSaikia	
3.	Mr. LuhitNath	
4.	Mr. Dibakar Barman	

After detail discussion, the following decisions were taken unanimously:

1. To conduct all academic and administrative activities timely.
2. Decided to observe International Yoga Day.
3. Decided to conduct convocation.
4. Decided to celebrate Independence Day.
5. Decided to celebrate teacher's day.
6. Decided to send team for educational tour.
7. Decided to organize a swachh Bharat Abhijan.

The meeting was adjourned after vote of thanks.

Principal
Melamora College
Melamora, Golaghat



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
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IQAC MINUTES 2019

Date .16/08/2019...

IQAC MINUTES

MEMBERS PRESENT:

1. Mr Sanjib Kr Boruah 
2. Mrs Juri Baruah 
3. Mr Protim Saikia 
4. Mr Dibakar Barman 
5. Mr Luhit Nath 
6. Mr Biswajit Bora 

Agenda Items:

1. Online Admission

Discussion :

The principal presents the proposal of making the admission process online .The members express their satisfaction over the proposal and ready to provide support the institution by informing the students through WhatsApp group.

Resolutions :

1. There would be online and offline admission system from this ensuing semester.

The meeting is chaired by the principal cum chairperson, IQAC.



Principal
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Melamora, Golaghat



Principal
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Melamora, Golaghat



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IQAC MINUTES 2019

IQAC MINUTES

Agenda:

1. Seat taking.
2. Inaugural speech.
3. Discussion.
4. Decision.
5. Adjourned.

Today on 17-09-2019 a core committee meeting of IQAC, Melamora College was convened at Principal's Room. The meeting was started with the inaugural speech delivered by the chairperson cum Principal Mr. Sanjib Kr. Boruah.


Members present:

Sl. No	Name	Signature
1.	Mr. Sanjib Kr. Boruah	
2.	Mr. ProtimSaikia	
3.	Mr. LuhitNath	
4.	Mr. Dibakar Barman	

After detail discussion, the following decisions were taken unanimously:

1. To conduct all academic and administrative activities timely.
2. Decision taken to organize a debate competition.
3. Decided to celebrate teacher's day.
4. Decided to organize programme on mental health.
5. Decided to take initiative for plastic free campaign.
6. Decided to celebrate Gandhi Jayanti.
7. Decision for educational tour.
8. Decision to organize convocation and workshop on career counselling.
9. Send a team of Assamese department for field tour.

The meeting was adjourned after vote of thanks.


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Melamora, Golaghat



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

Ref:

IQAC MINUTES 2020

Date .15/02/2020

IQAC MINUTES

MEMBERS PRESENT :

1. Mr Sanjib Kr Boruah 
2. Mr Protim Saikia 
3. Mrs Juri Baruah 
4. Mr Luhit Nath 
5. Mr Dibakar Barman 

AGENDA ITEMS :

1. Item no 1 : Progress of the activities of various cells and committees.
2. Code of conduct .
3. Conducting orientation programmes.

RESOLUTIONS :

1. The meeting accepts the code of conduct Handbook for teachers, students and staff.
2. The orientation programme for new comers is to be organized.
3. Assessment of activities of Cells and Committees is to be reviewed.

The meeting was chaired by the Principal.



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IQAC MINUTES 2020

IQAC MINUTES

Agenda:

1. Seat taking.
2. Inaugural speech.
3. Discussion.
4. Decision.
5. Adjourned.

Today on 16-02-2020 a core committee meeting of IQAC, Melamora college was convened at Principal's Room. The meeting was started with the inaugural speech delivered by the chairperson cum Principal Mr. Sanjib Kr. Boruah.


Members present:

Sl. No	Name	Signature
1.	Mr. Sanjib Kr. Boruah	
2.	Mr. ProtimSaikia	
3.	Mr. LuhitNath	
4.	Mr. Dibakar Barman	

After detail discussion, the following decisions were taken unanimously:

1. Decision taken on the conduct of all academic activities through online due to Covid 19 pandemic situation.
2. Decision to organize webinar on the use of ICT and Assamese literature.
3. An essay and speech competition to be organized.

The meeting was adjourned after vote of thanks extended by the co-ordinator.


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IQAC MINUTES 2021

IQAC MINUTES

Agenda:

1. Seat taking.
2. Inaugural speech.
3. Discussion.
4. Decision.
5. Adjourned.

Today on 27-01-2021, a core committee meeting of IQAC, Melamora college was convened at Principal's Room. The meeting was started with the inaugural speech delivered by the chairperson cum Principal Mr. Sanjib Kr. Boruah.


Members present:

Sl. No	Name	Signature
1.	Mr. Sanjib Kr. Boruah	
2.	Mr. LuhitNath	
3.	Mr. ProtimSaikia	
4.	Mr. Dibakar Barman	

After detail discussion, the following decisions were taken unanimously:

1. To conduct all academic and administrative activities timely.
2. Decided to organize a Tobacco Free Awareness programme.

The meeting was adjourned after vote of thanks extended by the co-ordinator.


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IQAC MINUTES 2021

IQAC MINUTES

Agenda:

1. Seat taking.
2. Inaugural speech.
3. Discussion.
4. Decision.
5. Adjourned.

Today on 10-03-2021, a core committee meeting of IQAC, Melamora college was convened at Principal's Room. The meeting was started with the inaugural speech delivered by the chairperson cum Principal Mr. Sanjib Kr. Boruah.

Members present:

Sl. No	Name	Signature
1.	Mr. Sanjib Kr. Boruah	
2.	Mr. LuhitNath	
3.	Mr. ProtimSaikia	
4.	Mr. Dibakar Barman	

After detail discussion, the following decisions were taken unanimously:

1. Decision was taken to observe International Women's Day.

The meeting was adjourned after vote of thanks extended by the co-ordinator.



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IQAC MINUTES 2021

IQAC MINUTES

Agenda:

1. Seat taking.
2. Inaugural speech.
3. Discussion.
4. Decision.
5. Adjourned.

Today on 09-08-2021, a core committee meeting of IQAC, Melamora college was convened at Principal's Room. The meeting was started with the inaugural speech delivered by the chairperson cum Principal Mr. Sanjib Kr. Boruah.

Members present:

Sl. No	Name	Signature
1.	Mr. Sanjib Kr. Boruah	
2.	Mr. LuhitNath	
3.	Mr. ProtimSaikia	
4.	Mr. Dibakar Barman	

After detail discussion, the following decisions were taken unanimously:

1. Decision was taken to Celebrate Library Day.
2. To organize a Covid-19 Vaccination Camp.

The meeting was adjourned after vote of thanks extended by the co-ordinator.

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IQAC MINUTES 2021

IQAC MINUTES

Agenda:

1. Seat taking.
2. Inaugural speech.
3. Discussion.
4. Decision.
5. Adjourned.

Today on 02-12-2021, a core committee meeting of IQAC, Melamora college was convened at Principal's Room. The meeting was started with the inaugural speech delivered by the chairperson cum Principal Mr. Sanjib Kr. Boruah.


Members present:

Sl. No	Name	Signature
1.	Mr. Sanjib Kr. Boruah	
2.	Mr. LuhitNath	
3.	Mr. ProtimSaikia	
4.	Mr. Dibakar Barman	

After detail discussion, the following decisions were taken unanimously:

1. To organize a seminar on Importance of Library in Educational Institution.
2. To organize workshop and seminar on the occasion of Human Rights Day.
3. Poster Competition on "Save Girl Child" to be held.

The meeting was adjourned after vote of thanks extended by the co-ordinator.


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Melamora, Golaghat



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

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Ref **IQAC MINUTES 2021**

Date ...16/12/2021..

IQAC MINUTES

MEMBERS PRESENT :

- 1. Mr Sanjib Kr Boruah 
- 2. Mrs Juri Baruah 
- 3. Mr Protim Saikia 
- 4. Mr Luhit Nath 
- 5. Mr Dibakar Barman 

AGENDA ITEMS :

- 1. Re-construction of IQAC


RESOLUTIONS:


- 1. IQAC is to be newly constructed.

DISCUSSION :

The meeting is chaired by the principal. The aforesaid item is thoroughly discussed and IQAC has been newly constructed as per NAAC latest guideline published in NAAC website. With consensus , the IQAC has been formed as follows.....

- Chairperson :** Mr. Sanjib kr. Boruah, Principal.
- Co-Ordinator :** Mr. Luhit Nath
- Members :**
- (i) Mr. Sanjib Kr. Bora
B.D.O. Central Block, Kathalguri, Golaghat
 - (ii) Mr. Prodip Saikia
President, G.B. Melamora College.
- Members from Teachers :**
- (i) Mr. Dibakar Barman
 - (ii) Mr. Protim Saikia
- Members From Local Society :**
- (i) Mr. Priyaram Saikia
 - (ii) Mr. Debananda Saikia
- Members from Students :**
- President / Secretary
 - Students' Union Body, Melamora College.


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IQAC MINUTES

IQAC MINUTES 2021

Agenda:

1. Seat taking.
2. Inaugural speech.
3. Discussion.
4. Decision.
5. Adjourned.

Today on 17-12-2021 a core committee meeting of IQAC, Melamora College was convened at Principal's Room. The meeting was started with the inaugural speech delivered by the chairperson cum Principal Mr. Sanjib Kr. Boruah.

Members present:

Sl. No	Name	Signature
1.	Mr. Sanjib Kr. Boruah	
2.	Mr. LuhitNath	
3.	Mr. ProtimSaikia	
4.	Mr. Dibakar Barman	

After detail discussion, the following decisions were taken unanimously:

1. To organize a Workshop on Buddhism in Indian society.
2. To organize a seminar on Rural Development.
3. To organize a Workshop on Status of women in Indian society.
4. To organize a Workshop on National Education Policy 2020.
5. To organize a workshop on Importance of English Communication.
6. To arrange a Street Drama on public lynching.
7. To organize a Vaccination Camp of Japanese Encephalitis.
8. To organize a Seminar on Ethnic folk Culture and Drama.
9. To organize the Freshmen Social.
10. To prepare SSR for 1st cycle of Accreditation.
11. To manage the college website.
12. To prepare departmental profiles and faculty profiles.
13. To provide ICT and student facilities.
14. To conduct the College Week.
15. To provide ICT, Hostel, Canteen and Boy's common room facilities.
16. Send for field tour of all the departments.

The meeting was adjourned after vote of thanks extended by the co-ordinator.

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Melamora, Golaghat



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IQAC MINUTES

Agenda:

IQAC MINUTES 2022

1. Seat taking.
2. Inaugural speech.
3. Discussion.
4. Decision.
5. Adjourned.

Today on 02-01-2022, a core committee meeting of IQAC, Melamora college was convened at Principal's Room. The meeting was started with the inaugural speech delivered by the chairperson cum Principal Mr. Sanjib Kr. Boruah.


Members present:

Sl. No	Name	Signature
1.	Mr. Sanjib Kr. Boruah	
2.	Mr. LuhitNath	
3.	Mr. ProtimSaikia	
4.	Mr. Dibakar Barman	

After detail discussion, the following decisions were taken unanimously:

1. To conduct College Week.
2. To organize the Alumni Meet.
3. To organize a Cleanliness Programme.
4. To arrange the Saraswati puja.
5. Formulation and adoption of policies.

The meeting was adjourned after vote of thanks extended by the co-ordinator.


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Ref

IQAC MINUTES 2022

Date 2/3/2022

IQAC MINUTES

MEMBER PRESENT :

- | | | | |
|------------------------|---|----------------------------|-----------------------|
| 1. Mr Sanjib Kr Boruah | : | Chairperson | <i>[Signature]</i> |
| 2. Mr Luhit Nath | : | Coordinator | <i>[Signature]</i> |
| 3. Mr Protim Saikia | : | Member | <i>[Signature]</i> |
| 4. Mr Dibakar Barman | : | Member | <i>Dibakar Barman</i> |
| 5. Mr Porag Hazarika | : | President, Students' Union | <i>P. Hazarika</i> |
| 6. Mr Bishal Tanti | : | Secretary, Students' Union | <i>Bishal Tanti</i> |

The meeting is chaired by Mr Sanjib Kr Boruah , chairperson of IQAC. The purpose is explained by the coordinator. He said that the meeting is conducted to initiate a MOU with Joya Gogoi college, Khumtai, Golaghat for collaborative work.

AGENDA ITEMS :

Preparation of the procedure of proposed MOU.

DISCUSSION :

A discussion was held on the importance of MOU with nearby HEIs and other agencies for collaboration work for overall development of the institution . Mr Dibakar Barman has expressed his view for organizing a workshop on redesign of NAAC process.

RESOLUTIONS :

1. To send a proposal to Joya GOGOI College on MOU.
2. To organize a workshop on redesign of NAAC process.

With these resolutions, the meeting ended with a speech from the chairperson.

[Signature]
Principal
Melamora College
Melamora, Golaghat

[Signature]
Principal
Melamora College
Melamora, Golaghat



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IQAC MINUTES

Agenda:

1. Seat taking.
2. Inaugural speech.
3. Discussion.
4. Decision.
5. Adjourned.

IQAC MINUTES 2022

Today on 04-03-2022, a core committee meeting of IQAC, Melamora college was convened at Principal's Room. The meeting was started with the inaugural speech delivered by the chairperson cum Principal Mr. Sanjib Kr. Boruah.

Members present:

Sl. No	Name	Signature
1.	Mr. Sanjib Kr. Boruah	
2.	Mr. LuhitNath	
3.	Mr. ProtimSaikia	
4.	Mr. Dibakar Barman	

After detail discussion, the following decisions were taken unanimously:

1. A Workshop on Re Design of Assessment and Accreditation Framework to be conducted.
2. A Health Awareness Program on the occasion of International Women's Day to be organized.
3. To organize a Women Invitational Football Competition in collaboration with Dooria Tea.
4. An e-magazine "WISDOM" to be inaugurated.
5. A One Week Capacity Building Programme on basics of computer to be conducted.
6. A Speech Competition on the occasion of World Water Day to be organized.
7. A Workshop on journalism for Career Building to be organized.
8. To be held a Yoga Training Programme.
9. A Street Drama on Assam Public Service Right Act to be displayed.
10. A One Day of Spring on the occasion of World Poetry Day to organized.

The meeting was adjourned after vote of thanks extended by the co-ordinator.

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IQAC MINUTES 2022

Date 16/3/2022

IQAC MINUTES

MEMBERS PRESENT :

- | | | | |
|------------------------|---|---------------|--|
| 1. Mr Sanjib Kr Boruah | : | Chairperson | |
| 2. Mr Prodip Saikia | : | President, GB | |
| 3. Mr Luhit Nath | : | Coordinator | |
| 4. Mr Protim Saikia | : | Member | |
| 5. Mr Dibakar Barman | : | Member | |

Agenda Items :

1. Planning for academic strategy for the upcoming session.

Discussion :

The meeting is chaired by the principal cum secretary. The purpose is explained by the coordinator. Mr Prodip Saikia expressed his view over the timely conduct of academic activities for the upcoming session.

Resolutions :

1. To prepare the College routine.
2. To schedule the other curricular activities.

With these resolutions, the meeting ended with the concluding speech of the chairperson.

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Melamora, Golaghat

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Melamora College
Melamora, Golaghat



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IQAC MINUTES

Agenda:

1. Seat taking.
2. Inaugural speech.
3. Discussion.
4. Decision.
5. Adjourned.

IQAC MINUTES 2022

Today on 01-04-2022, a core committee meeting of IQAC, Melamora college was convened at Principal's Room. The meeting was started with the inaugural speech delivered by the chairperson cum Principal Mr. Sanjib Kr. Boruah.

Members present:

Sl. No	Name	Signature
1.	Mr. Sanjib Kr. Boruah	
2.	Mr. LuhitNath	
3.	Mr. ProtimSaikia	
4.	Mr. Dibakar Barman	

After detail discussion, the following decisions were taken unanimously:

1. A Legal Awareness Program on Law Related to Women to be organized.
2. Bihu Workshop to be organized.
3. A Health Check-up and Awareness Program to be organized.
4. To be organized Swatch Bharat Abhiyan.
5. To organize the Bohagi Mela on 09-04-2022.
6. An awareness Program on Mother on the occasion of International Mothers May to be held.
7. A Life Skill Development Programme on to be held.
8. To be Observed World Environment Day.
9. To Celebrate Bishnu Rabha Divas on 20-06-2022.
10. To be observe International Yoga Day & death Anniversary of the College founder and Inauguration of E Magazine on 21-06-2022.
11. Organize bicycle rally, prize distribution, eye check-up camp and death anniversary of college founder.

The meeting was adjourned after vote of thanks extended by the co-ordinator.

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IQAC MINUTES

Agenda:

IQAC MINUTES 2022

1. Seat taking.
2. Inaugural speech.
3. Discussion.
4. Decision.
5. Adjourned.

Today on 09-08-2022, a core committee meeting of IQAC, Melamora College was convened at Principal's Room. The meeting was started with the inaugural speech delivered by the chairperson cum Principal Mr. Sanjib Kr. Boruah.


Members present:

Sl. No	Name	Signature
1.	Mr. Sanjib Kr. Boruah	
2.	Mr. LuhitNath	
3.	Mr. ProtimSaikia	
4.	Mr. Dibakar Barman	

After detail discussion, the following decisions were taken unanimously:

1. To organize Har Ghar Tringa Rally on 13-08-2022.
2. To be celebrated the National Unity Day on 31-10-2022.
3. To conduct Academic Audit and Green audit.
4. To organize an art competition.

The meeting was adjourned after vote of thanks extended by the co-ordinator.


Principal
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Melamora, Golaghat



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IQAC MINUTES 2022

Date 16/09/2022

IQAC MINUTES

MEMBERS PRESENT :

1. Mr. Sanjib Kr Boruah
2. Mrs Juri Boruah
3. Mr Luhit Nath
4. Mr Dibakar Barman
5. Mr Protim Saikia
6. President - Student's union P. Ananika.
7. Secretary - Student's union

AGENDA ITEMS:

1. Student's union election.
2. Freshmen social for the new comers.

DISCUSSION:

The meeting is presided over by the chairman, IQAC, Cum Principal Mr Sanjib Kr Boruah. The members have expressed their views for smooth conduct of the upcoming election. After detail discussion, the following resolutions have been taken....

RESOLUTIONS :

1. To resolved to conduct the election on 16/09/2022.
2. To resolved to notify the 1st sessional examination routine and will be conducted the exam. From 22th of sept.2022 to 24th of sept.2022.
3. To organize the freshmen social on 29/09/2022.

After delivering the concluding speech by the chairperson, the meeting is adjourned.

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IQAC MINUTES 2022

IQAC MINUTES

Agenda:

1. Seat taking.
2. Inaugural speech.
3. Discussion.
4. Decision.
5. Adjourned.

Today on 16-12-2022, a core committee meeting of IQAC, Melamora college was convened at Principal's Room. The meeting was started with the inaugural speech delivered by the chairperson cum Principal Mr. Sanjib Kr. Boruah.

Members present:

Sl. No	Name	Signature
1.	Mr. Sanjib Kr. Boruah	
2.	Mr. LuhitNath	
3.	Mr. ProtimSaikia	
4.	Mr. Dibakar Barman	

After detail discussion, the following decisions were taken unanimously:

1. To organize a Workshop on NAAC Assessment and Accreditation Process on 17-12-2022.
2. To submit IIQA.
3. To submit SSR timely.

The meeting was adjourned after vote of thanks extended by the co-ordinator.

Principal
Melamora College
Melamora, Golaghat



MELAMORA COLLEGE

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ESTED - 1987

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melamoracollege1987@gmail.com 03774-291528

Sanctioned Institute Data for NIRF-2023

Institute Name: Melamora College P.O. Melamora-785625 [IR-C-C-8483]

Government of India
Welcome to Data Capturing System: COLLEGE

Academic Year	2021-22	2020-21	2019-20	2018-19	2017-18	2016-17
UG (3 Years Programs)	300	300	300			

Total Actual Student Strength (Program(s) Offered by Your Institution)

(All programs of all years)	No. of Male Students	No. of Female Students	Total Students	Within State (Including male & female)	Outside State (Including male & female)	Outside Country (Including male & female)	Economically Backward (Including male & female)	Socially Caring (SC/ST/BC Including male & female)	No. of students receiving full reimbursement from the State and Central Government	No. of students receiving full reimbursement from Institution Funds	No. of students receiving full reimbursement from the Private Bodies	No. of students who are not eligible for full reimbursement
UG (3 Years Programs)	480	441	921	921	0	0	0	0	0	0	0	0

Placement & Higher Studies

UG (3 Years Program(s))	Academic Year	No. of first year students in the year	No. of first year students in the year	Academic Year	No. of students graduating in minimum stipulated time	No. of students placed	Median salary of graduates(Amount in Rs.)	No. of students selected for Higher Studies
2017-18	2019-20	300	204	2020-21	123	7	204000(Two lakh Four Thousand only)	2
2018-19	2020-21	300	203	2021-22	115	8	240000(Two lakh Four Thousand only)	5
2019-20	2021-22	300	109		93	15	204000(Two lakh Four Thousand only)	7

Financial Resources: Utilised Amount for the Capital expenditure for previous 3 years

Academic Year	2021-22	2020-21	2019-20
Utilised Amount			
Annual Capital Expenditure on Academic Activities and Resources (excluding expenditure on buildings)			
Library	0 (Zero)	43538 (Forty three thousand five hundred thirty eight)	550 (Five hundred fifty)
New Equipment for Laboratories	0 (Zero)	0 (Zero)	0 (Zero)
Other expenditure on creation of Capital Assets (excluding expenditure on Land and Building)	1253015 (Twelve lakhs fifty three thousand fifteen)	877331 (Eight lakhs seventy seven thousand three hundred thirty one)	1533938 (Fifteen lakhs thirty three thousand nine hundred thirty eight)

Financial Resources: Utilised Amount for the Operational expenditure for previous 3 years

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Consumables (Teaching and Non Teaching staff)	Annual Operational Expenditure		Utilised Amount	Utilised Amount
	26426451 (Two crore sixty four lakhs twenty six thousand four hundred fifty one)	17458753 (One crore seventy four lakhs fifty eight thousand seven hundred sixty three)	15593950 (One crore fifty five lakhs ninety three thousand nine hundred fifty)	89810 (Eighty nine thousand eight hundred ten)
Maintenance of Academic Infrastructure or consumables and other running expenditures (excluding maintenance of hostels and allied services, rent of the building, depreciation cost, etc)	119160 (Eleven lakhs nine thousand one hundred sixty)	85228 (Eighty five thousand two hundred twenty eight)	89810 (Eighty nine thousand eight hundred ten)	
Seminars/Conferences/Workshops	0 (Zero)	0 (Zero)	0 (Zero)	

PCS Facilities: Facilities of physically challenged students

1. Do your institution buildings have Lifts/Ramps?	Yes, less than 40% of the buildings
2. Do your Institution have provision for walking aids, including wheelchairs and transportation from one building to another for handicapped students?	No
3. Do your Institution buildings have specially designed toilets for handicapped students?	Not available

Faculty Details

Srno	Name	Age	Designation	Gender	Qualification	Experience (in Months)	Currently working with institution?	Joining Date	Leaving Date	Association type
1	JURI BARUAH	50	Assistant Professor	Female	M.A.(Economics)	295	Yes	04-05-1998	--	Regular
2	BHASKAR, YOTI NATH	47	Assistant Professor	Male	M.A.(Economics)	256	Yes	01-09-2001	--	Regular
3	ROMESH BORI	48	Assistant Professor	Male	M.A.(Economics)	229	Yes	03-12-2003	--	Regular
4	DIPTI SAIKIA	49	Assistant Professor	Female	M.A	257	Yes	23-07-2003	--	Regular
5	PROTIM SAIKIA	46	Assistant Professor	Male	M.A	254	Yes	17-11-2001	--	Regular
6	APARNA HAZARIKA	39	Assistant Professor	Female	M.A	189	Yes	28-06-2007	--	Regular
7	NABANITA SAIKIA	36	Assistant Professor	Female	M.A	158	Yes	16-11-2009	--	Regular
8	ANJUMONI NATH	37	Assistant Professor	Female	M.A	158	Yes	16-11-2009	--	Regular
9	CHUMI BORA	43	Assistant Professor	Female	M.A	242	Yes	16-11-2002	--	Regular
10	DIBAKAR BARMAN	51	Assistant Professor	Male	M.A	228	Yes	31-12-2003	--	Regular
11	LUHIT NATH	44	Assistant Professor	Male	M.A.(Political Science)	249	Yes	20-03-2002	--	Regular
12	SWAPNALI BORAH	42	Assistant Professor	Female	M.A.(Political Science)	235	Yes	25-05-2003	--	Regular
13	BISWAJIT BORA	37	Assistant Professor	Male	M.A.(Political Science)	161	Yes	17-08-2009	--	Regular
14	POLLAVI SAIKIA	37	Assistant Professor	Female	M.A.(Political Science)	158	Yes	11-11-2009	--	Regular
15	DURLABH BORI	46	Assistant Professor	Male	M.A.(History)	256	Yes	03-09-2001	--	Regular

Principal
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19	MOHENDRA NATH SWAIN	45	Assistant Professor	Male	M.A (History)	230	Yes	03-11-2003	--	Regular
20	ALIT BOSI	42	Assistant Professor	Female	M.A	186	Yes	01-07-2007	--	Regular
21	RAVHI BOSRA	42	Assistant Professor	Male	M.A (Sociology)	178	Yes	01-03-2008	--	Regular
22	KRISHNA BORAH	37	Assistant Professor	Female	M.A (Sociology)	158	Yes	16-11-2009	--	Regular
23	LACHMA BOSRA	43	Assistant Professor	Female	M.A	197	Yes	05-07-2006	--	Regular
24	DIPANON DUTTA	40	Assistant Professor	Female	M.A	142	Yes	01-03-2011	--	Regular

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INTERNAL QUALITY ASSURANCE CELL

MELAMORA COLLEGE

Melamora, Golaghat, Assam - 785702

Website: www.melamoracollege.com

Email - melamoracollege1987@gmail.com

Date: 27-07-2017

IQAC MEETING NOTICE 2017

NOTICE

This is hereby notified to all the members of the IQAC, Melamora College, that a meeting will be held on 2-8-2017 at 3.P.M. in the Principal's Room. All members of the IQAC are requested to attend in the meeting without fail.

Sign. of the Chairperson cum Principal
Melamora College

Principal
Melamora College
Melamora, Golaghat



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IQAC MEETING NOTICE 2017



INTERNAL QUALITY ASSURANCE CELL,

MELAMORA COLLEGE

Melamora, Golaghat, Assam - 785702

Website: www.melamoracollege.com

Email - melamoracollege1987@gmail.com

Date: 07 - 8 - 2017

NOTICE

This is hereby notified to all the members of the IQAC, Melamora College, that a meeting will be held on 2-8-2017 at 3. P. M. in the Principal's Room. All members of the IQAC are requested to attend in the meeting without fail.

Sign. of the Chairperson cum Principal
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Melamora College
Melamora, Golaghat



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IQAC MEETING NOTICE 2018

This is hereby notified to all the members of the IQAC, Melamora College, that a meeting will be held on 7-8-2018 at 3. P.M. in the Principal's Room. All members of the IQAC are requested to attend in the meeting without fail.

Sign. of the Chairperson cum Principal
Melamora College

Principal
Melamora College
Melamora, Golaghat



INTERNAL QUALITY ASSURANCE CELL

MELAMORA COLLEGE

Melamora, Golaghat, Assam - 785702

Website: www.melamoracollege.com

Email - melamoracollege1987@gmail.com

Date: 02-08-2018

NOTICE



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IQAC MEETING NOTICE 2018



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MELAMORA COLLEGE

Melamora, Golaghat, Assam - 785702

Website: www.melamoracollege.com

Email - melamoracollege1987@gmail.com

Date: 06-09-2018

NOTICE

This is hereby notified to all the members of the IQAC, Melamora College, that a meeting will be held on 3-9-2018 at 3. P.M. in the Principal's Room. All members of the IQAC are requested to attend in the meeting without fail.

Sign. of the Chairperson cum Principal
Melamora College

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Melamora College
Melamora, Golaghat



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IQAC MEETING NOTICE 2019



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MELAMORA COLLEGE

Melamora, Golaghat, Assam - 785702

Website: www.melamoracollege.com

Email - melamoracollege1987@gmail.com

Date: 12-08-2019

NOTICE

This is hereby notified to all the members of the IQAC, Melamora College, that a meeting will be held on 16-8-2019 at 3 P.M. in the Principal's Room. All members of the IQAC are requested to attend in the meeting without fail.

Sign. of the Chairperson cum Principal
Melamora College


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Melamora College
Melamora, Golaghat



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IQAC MEETING NOTICE 2019



INTERNAL QUALITY ASSURANCE CELL
MELAMORA COLLEGE
Melamora, Golaghat, Assam - 785702

Website: www.melamoracollege.com

Email - melamoracollege1987@gmail.com

Date: 10-09-2019

NOTICE

This is hereby notified to all the members of the IQAC, Melamora College, that a meeting will be held on 7-9-2019 at 3. P.M. in the Principal's Room. All members of the IQAC are requested to attend in the meeting without fail.

Sign. of the Chairperson cum Principal
Melamora College

Principal
Melamora College
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melamoracollege1987@gmail.com 03774-291628

IQAC MEETING NOTICE 2020

This is hereby notified to all the members of the IQAC, Melamora College, that a meeting will be held on 5-2-2020 at 3 P.M. in the Principal's Room. All members of the IQAC are requested to attend in the meeting without fail.

Sign. of the Chairperson cum Principal
Melamora College

Principal
Melamora College
Melamora, Golaghat



INTERNAL QUALITY ASSURANCE CELL

MELAMORA COLLEGE

Melamora, Golaghat, Assam - 785702


Website: www.melamoracollege.com

Email - melamoracollege1987@gmail.com

Date: 03 - 02 - 2020


NOTICE

IQAC MEETING NOTICE 2020

 INTERNAL QUALITY ASSURANCE CELL.
MELAMORA COLLEGE
Melamora, Golaghat, Assam - 785702
Website: www.melamoracollege.com Email: melamoracollege1987@gmail.com
Date: 11-02-2020

NOTICE

This is hereby notified to all the members of the IQAC, Melamora College, that a meeting will be held on 12-2-2020 at 3: P.M. in the Principal's Room. All members of the IQAC are requested to attend in the meeting without fail.

Sign of the Chairperson cum Principal
Melamora College

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Melamora College
Melamora, Golaghat



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IQAC MEETING NOTICE 2021



INTERNAL QUALITY ASSURANCE CELL,

MELAMORA COLLEGE

Melamora, Golaghat, Assam - 785702

Website: www.melamoracollege.com

Email: melamoracollege1987@gmail.com

Date: 04-01-2021

NOTICE

This is hereby notified to all the members of the IQAC, Melamora College, that a meeting will be held on 27-1-2021 at 3. P. M. in the Principal's Room. All members of the IQAC are requested to attend in the meeting without fail.

Sign. of the Chairperson cum Principal
Melamora College

Principal
Melamora College
Melamora, Golaghat



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melamoracollege1987@gmail.com 03774-291528

IQAC MEETING NOTICE 2021

This is hereby notified to all the members of the IQAC, Melamora College, that a meeting will be held on 03-2021 at 3. P. M. in the Principal's Room. All members of the IQAC are requested to attend in the meeting without fail.

Sign. of the Chairperson cum Principal
Melamora College

[Signature]
Principal
Melamora College
Melamora, Golaghat



INTERNAL QUALITY ASSURANCE CELL
MELAMORA COLLEGE

Melamora, Golaghat, Assam - 785702

Website: www.melamoracollege.com

Email - melamoracollege1987@gmail.com

Date: 02-03-2021

NOTICE



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IQAC MEETING NOTICE 2021

This is hereby notified to all the members of the IQAC, Melamora College, that a meeting will be held on 9-8-2021 at 3 P.M. in the Principal's Room. All members of the IQAC are requested to attend in the meeting without fail.

Sign. of the Chairperson cum Principal
Melamora College

Principal
Melamora College
Melamora, Golaghat



INTERNAL QUALITY ASSURANCE CELL
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Melamora, Golaghat, Assam - 785702

Website: www.melamoracollege.com

Email - melamoracollege1987@gmail.com

Date: 02-08-2021

NOTICE



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melamoracollege1987@gmail.com 03774-291628

IQAC MEETING NOTICE 2021

This is hereby notified to all the members of the IQAC, Melamora College, that meeting will be held on 24-2-2021 at 3 P.M. in the Principal's Room. All members of the IQAC are requested to attend in the meeting without fail.

Sign. of the Chairperson cum Principal
Melamora College

Principal
Melamora College
Melamora, Golaghat



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Melamora, Golaghat, Assam - 785702


Website: www.melamoracollege.com

Email: melamoracollege1987@gmail.com

Date: 01 - 12 - 2021

NOTICE


IQAC MEETING NOTICE 2021

 INTERNAL QUALITY ASSURANCE CELL
MELAMORA COLLEGE
Melamora, Golaghat, Assam - 785702
Website: www.melamoracollege.com Email - melamoracollege1987@gmail.com

Date: 13-12-2021

NOTICE

This is hereby notified to all the members of the IQAC, Melamora College, that a meeting will be held on 18-12-2021 at 3 P.M. in the Principal's Room. All members of the IQAC are requested to attend in the meeting without fail.


Sign. of the Chairperson cum Principal
Melamora College
Principal
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Melamora, Golaghat



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IQAC MEETING NOTICE 2021



INTERNAL QUALITY ASSURANCE CELL

MELAMORA COLLEGE

Melamora, Golaghat, Assam - 785702

Website: www.melamoracollege.com

Email: melamoracollege1987@gmail.com

Date: 14-12-2021

NOTICE

This is hereby notified to all the members of the IQAC, Melamora College, that a meeting will be held on 17-12-2021 at 3 P.M. in the Principal's Room. All members of the IQAC are requested to attend in the meeting without fail.

Sign. of the Chairperson cum Principal
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Melamora, Golaghat



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IQAC MEETING NOTICE 2022



INTERNAL QUALITY ASSURANCE CELL.

MELAMORA COLLEGE

Melamora, Golaghat, Assam - 785702

Website: www.melamoracollege.com

Email: melamoracollege1987@gmail.com

Date: 29-12-2022

NOTICE

This is hereby notified to all the members of the IQAC, Melamora College, that a meeting will be held on 2-1-2022 at 3. P. M. in the Principal's Room. All members of the IQAC are requested to attend in the meeting without fail.

Sign. of the Chairperson cum Principal
Melamora College

Principal
Melamora College
Melamora, Golaghat



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মেলামৰা, গোলাঘাট, অসম।

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IQAC MEETING NOTICE 2022

INTERNAL QUALITY ASSURANCE CELL,
MELAMORA COLLEGE
Melamora, Golaghat, Assam - 783702


Website: www.melamoracollege.com Email - melamoracollege1987@gmail.com

Date: 01 - 03 - 2022

NOTICE

This is hereby notified to all the members of the IQAC, Melamora College, that a meeting will be held on 3-3-2022 at 3. P. M. in the Principal's Room. All members of the IQAC are requested to attend in the meeting without fail.

Sign. of the Chairperson cum Principal
Melamora College


Principal
Melamora College
Melamora, Golaghat



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IQAC MEETING NOTICE 2022



INTERNAL QUALITY ASSURANCE CELL

MELAMORA COLLEGE

Melamora, Golaghat, Assam - 785702

Website: www.melamoracollege.com

Email - melamoracollege1987@gmail.com

Date: 02-03-2022

NOTICE

This is hereby notified to all the members of the IQAC, Melamora College, that a meeting will be held on 4-3-2022 at 3 P.M. in the Principal's Room. All members of the IQAC are requested to attend in the meeting without fail.

Sign. of the Chairperson cum Principal
Melamora College

Principal
Melamora College
Melamora, Golaghat



MELAMORA COLLEGE

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মেলামৰা, গোলাঘাট, অসম।

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IQAC MEETING NOTICE 2022



INTERNAL QUALITY ASSURANCE CELL

MELAMORA COLLEGE

Melamora, Golaghat, Assam - 785702

Website: www.melamoracollege.com

Email: melamoracollege1987@gmail.com

Date: 28-03-2022

NOTICE

This is hereby notified to all the members of the IQAC, Melamora College, that a meeting will be held on 04-04-2022 at 3 P.M. in the Principal's Room. All members of the IQAC are requested to attend in the meeting without fail.

Sign. of the Chairperson cum Principal
Melamora College

Principal
Melamora College
Melamora, Golaghat



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melamora college1987@gmail.com 03774-291628

IQAC MEETING NOTICE 2022

This is hereby notified to all the members of the IQAC, Melamora College, that a meeting will be held on 9-8-2022 at 3. P.M. in the Principal's Room. All members of the IQAC are requested to attend in the meeting without fail.

NOTICE

Sign. of the Chairperson cum Principal
Melamora College
Principal
Melamora College
Melamora, Golaghat



INTERNAL QUALITY ASSURANCE CELL

MELAMORA COLLEGE

Melamora, Golaghat, Assam - 785702

Website: www.melamora college.com

Email - melamora college1987@gmail.com

Date: 05-08-2022



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IQAC MEETING NOTICE 2022



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Melamora, Golaghat, Assam - 785702

Website: www.melamoracollege.com

Email - melamoracollege1987@gmail.com

Date: 12-08-2022

NOTICE

This is hereby notified to all the members of the IQAC, Melamora College, that a meeting will be held on 16-8-2022 at 3 P.M. in the Principal's Room. All members of the IQAC are requested to attend in the meeting without fail.

Sign. of the Chairperson cum Principal
Melamora College

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Melamora College
Melamora, Golaghat



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IQAC MEETING NOTICE 2022



INTERNAL QUALITY ASSURANCE CELL

MELAMORA COLLEGE

Melamora, Golaghat, Assam - 785702

Website: www.melamoracollege.com

Email - melamoracollege1987@gmail.com

Date: 12-12-2022

NOTICE

This is hereby notified to all the members of the IQAC, Melamora College, that a meeting will be held on 16-12-2022 at 3. P. M. in the Principal's Room. All members of the IQAC are requested to attend in the meeting without fail.

Sign. of the Chairperson cum Principal
Melamora College

Principal
Melamora College
Melamora, Golaghat



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ACADEMIC AUDIT REPORT

2021-22

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Academic Audit Report

Melamora College

Golaghat, Assam-785702



[Signature]
Principal
Melamora College
Melamora, Golaghat

Academic Session: 2021 -22

Academic Audit Report

Melamora College
Golaghat, Assam-785702

Session: 2021-22

Date of Formation of the Audit Committee: 27/10/2022

Data Submitted by the College to the Auditor: 30/10/2022

Date of Visit by the Auditors: 02/11/2022

1. Auditor:

Academic Audit Report -2021-22: Melamora College, Golaghat.


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Dr. Amiya Kumar Das, Principal, Joya Gogoi College, Khumtai, Golaghat, Assam.

2. Profile of the College:

2.a. Introduction

Melamora College was established in 1987 representing the mass populated rural area of Melamora in the district of Golaghat, Assam. The people of Melamora and its adjoining area with great enthusiasm and co-operation resolved to established and institution of Higher Education at Melamora under the leadership of **Late Gangadhar Saikia**. The college was started at "**Bhimraj-Debraj Natyamancha**" and later it was shifted to its own building. The college is affiliated to Dibrugarh University. The college has received UGC 2(f) recognition.

After a long year of persistent effort and sacrifice of a group of well-wisher and dedicated teachers, non-teaching staff of the college obtained provincialization 14-08-2013.

Presently with the guidance of present Principal, a group of dedicated teaching staff, energetic office staff, the college is educating a number of pupils of this rural area up to B.A. level.

The college is always thankful to Late Kiron Ch. Bora, Mr. Romesh Saikia and well-wishers of this locality and the President of Governing Body including members of this college.

The College authority has been engaging the local people for the all round development of the college since its inception.

2.b. Present Status:

The college is having 8 (Eight) Departments in Arts stream.

The Choice Based Credit System (CBCS) has been implemented in all courses since 2019. At present there are total 25 (Twenty-Five) numbers of sanctioned post in teaching position out of 21 posts have been provincialized. There are 9 numbers of sanctioned posts in Office staff and 4 numbers of posts in Library (Gangadhar Saikia Library) which all are regularized.

IQAC of Melamora College with other wings and stakeholders have been engaging in imparting quality education and service to the society.

2.c. Academic Strength:

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Name of the Dept.	UG	Session	No. of Teachers		No. of Students		Seat Capacity per semester	No. of Value Added/Certificate Programme Offered
			Permanent	Temporary	Honours /GE/ General	Regular		
Assamese		2021-22	5				150	
English		2021-22	2				150	01
Education		2021-22	3				80	Nil.
Political Science		2021-22	4				70	02
History		2021-22	3				70	01
Economics		2021-22	3				50	
Sociology		2021-22	2				50	
Philosophy		2021-22	2				40	

3. Methodology of the Audit:

A questionnaire in tune with the current NAAC assessment accreditation framework has been prepared as shown in Annexure-I. The metrics are considered where the academic department needs to be involved. Weights for each metric are fixed as per their importance for enhancing the quality of the college. A score on scale of 0-4 is provided based on validation by the audit committee members on the claim made by the departments of the college. CGPA for every department has been evaluated using the following formula.

$$CGPA = \frac{\sum \text{Metric Score in the individual metric} \times \text{Weights of the metric}}{\text{Total Weights (500)}}$$

The CGPA for individual department are shown in the Table-I. **Table-1**

Sl. No	Name of the Department	CGPA
1	English	2.91
2	Assamese	3.18
3	Political Science	3.10
4	Education	2.30
5	History	2.84

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6	Economics	2.55
7	Sociology	2.68
8	Philosophy	2.34

4.Observation:

a. Curricular Aspects

The college follows the curriculum developed by Dibrugarh University. For effective delivery of curriculum most of the departments are maintaining a course file. The detail lesson plans with course progress record are institutionalized. Departments follow academic calendar of Dibrugarh University. For effective planning of activities academic department can prepare an academic calendar specific to the department following the affiliating University's calendar. Add-on programmes are conducted by 4 (four) departments. The Academic council of college has been following the curriculum of the Affiliating University.

b. Teaching Learning Aspects.

Assessment of learning levels after admission to identify slow and advanced learners should be more robust. Through the college follows student centric learning methods for effective curriculum delivery, a detail unit wise plan for experiential and participative learning needs to be maintained for enhancing the learning experiences of the students. The college maintains mentoring system. All the departments conduct internal examination as per requirement of the affiliating University. The College may incorporate more different modes for continuous internal evaluation. Program Outcome, Program Specific Outcomes and Course Outcomes are described in the syllabus. The attainment of the learning Outcomes to be evaluated properly.

c. Research, Innovation and Extension.


The overall research culture in the college needs to be strengthened. Several departments are conducting very effective extension activities. Involvement of the students in those activities should be encouraged. Research efforts should be encouraged.

d. Infrastructure.

The college has adequate infrastructure facilities for all academic activities. The infrastructure is well maintained.
The library and ICT facilities to be improved.

e. Students Support and Progression.

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Several Departments conduct capacity building and skill enhancement activities for the students. Placement of the students and progression to higher education, though limited, are encouraging. Students need more encouragement for participation in extracurricular activities.

f. Professional Development Activities.

Several teachers have participated in FIP/FDP/RC. The rest of the teachers should also regularly participate in FDPs.

5. SWOC Analysis.

Institutional strength:

- ❖ Dedicated and enthusiastic faculty and staff.
- ❖ Upholding rural values and traditions.
- ❖ Free ship and scholarship to maximum students.
- ❖ Both physical and mental growth of the students.
- ❖ Proper use of the available infrastructure.
- ❖ Continuous evaluation system.
- ❖ Green campus.
- ❖ Student democracy.
- ❖ Effective social responsibility.
- ❖ Supportive local community.
- ❖ E magazine.
- ❖ Special attention to slow and advanced learners.
- ❖ Believes in simple living and high thinking.
- ❖ Facilities for co-curricular activities.
- ❖ Performance of students in academic achievement.
- ❖ Extension activities.
- ❖ Internal and external audit.

Institutional weakness:

- ❖ Remote area. Having transportation and communication barriers.
- ❖ Most of the students come with poor academic background.
- ❖ More than $\frac{3}{4}$ (Three Fourth) of the students are first generation learners.
- ❖ Weak economic background of the students.
- ❖ No girl's hostel.
- ❖ Drop out due to adverse socio-economic conditions of the students.
- ❖ Lack of industries in nearby area for collaboration.
- ❖ Financial constricts. Rely on Government grants only.

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Institutional opportunities:

- ❖ To complete the NAAC process effectively.
- ❖ To enhance the employability of the students.
- ❖ To make the students one of the best Arts college.
- ❖ To start new vocational courses.
- ❖ To develop soft skill and interpersonal competency of the students.
- ❖ To implement NEP 2020 as holistic approach.

Institutional Challenges:

- ❖ To overcome the locational barriers.
- ❖ To reduce dropout rate.
- ❖ To attract quality students.
- ❖ To provide more academic and other infrastructural facilities.
- ❖ To increase enrolment.
- ❖ To enhance employment and placement of the students.
- ❖ To enhance the conference level of students.
- ❖ To make the faculty members and non-teaching staff IET efficient.
- ❖ To make a digital campus.
- ❖ To prepare the teaching and non-teaching staff for NAAC process.

6. Recommendations.

Based on the finding members of the audit committee recommend the following for enhancing the teaching-learning ecosystem of the college:


- i. The college may establish a language lab.
- ii. Research culture needs to be improved and interdisciplinary research to be initiated.
- iii. Best practices of individual departments for various aspects need to be institutionalised.
- iv. For effective delivery of curriculum, the course file to be assessed by IQAC.
- v. Academic calendar to be prepared at department level following the affiliating University's calendar.
- vi. More students should be involved in the extension activities.
- vii. More collaborations need to be established for faculty exchange, students exchange internship etc.
- viii. More teacher should participate in FDP/international/national conferences programmes.

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- ix. An alternative approach / road to be explored for easy access to the college.
- x. Necessary initiative to be taken to fill up the vacant faculty positions.
- xi. NCC should be initiated for both Boy's and Girl's students.
- xii. Separate Head should be maintained for Accounts.
- xiii. Publications in UGC website's journal should be improved.
- xiv. Institution should organize more professional development/capacity building programmes.
- xv. College shall take pro-active measures to reduce the cases of discontinuing of study by the enrolled students.
- xvi. Vocational courses as well as Skill Based courses shall be started.
- xvii. Provision for supporting Faculties for attending conferences/seminars/FDP as a policy.
- xviii. Vacant posts in English and Sociology departments shall be filled up by outsourcing faculties of the nearby institutions.
- xix. To resolve the dropout problems amicably
- xx. N-List facilities for Library.
- xxi. Papers should be published in UGC care list / Peer review Journals.
- xxii. Institution should participate in NIRF.
- Xxiii: The college may introduce TGL Cell and ST Cell in their locality where from the college authority make a wholesale social intercourse with them.



 (Dr. Amiya Kumar Das)
 Principal,
 Joya Gogoi College
 Khumtai, Golaghat, Assam.
 Dr. Amiya Kumar Das
 Joya Gogoi College
 Khumtai


 (Mr. Sanjay K. Boruah)
 Principal,
 Melamora College,
 Melamora, Golaghat


 Principal
 Melamora College
 Melamora, Golaghat


ACADEMIC AUDIT REPORT DEPARTMENT OF EDUCATION

ACADEMIC AUDIT REPORT
DEPARTMENT OF EDUCATION
MELAMORA COLLEGE
SESSION 2021-2022


 Co-ordinator
 IQAC
 Melamora College
 Golaghat
 27/11/2022
 CGP - 230

Name of the Department: Education
Year of Establishment: 1987
Head of the Department: Mohendra Nath

Metric No	Description	Response
	Total No. of Seats (Major)	80
	Total No. of Students at Present	1st Sem. 16+35 (Hon+GE) 3rd Sem. 10+20 (Hon+GE) 5th Sem. 8+3+11 (Hon+GE+DSE) 2nd Sem. 16+35 (Hon+GE) 4th Sem. 10+20 (Hon+GE) 6th Sem. 8+3+11 (Hon+GE+DSE)
	No. of Sanctioned faculty positions	03
	No. of filled up faculty against sanctioned post	03
	No. of other faculty	Nil
I.1.1.	The Institution ensure effective curriculum delivery through a well-planned and	


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	documented process: (Response- Yes/No) a) Lesson plan is maintained by the teachers b) Course progress record is maintained by the teachers c) Course completed in stipulated time d) Feedback on teachers collected from the students e) Internal examination results are analyzed and necessary action taken	a. Yes b. Yes c. Yes d. Yes e. Yes
1.1.2	The institution adheres to the academic calendar including for the conduct of CIE (Response-Yes/No) a. Academic calendar is maintained for teaching b. Academic calendar is maintained for CIE	a. Yes b. Yes
1.2.2	Number of Add on/Certificate Programs offered during 2021-2022	Nil
1.2.3	No. of students enrolled in Certificate/Add-on programs last year	Nil
1.3.1	Following issues are integrated to curriculum: (Response-Yes/No) a. Professional Ethics b. Gender	a. Yes b. Yes


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	c. Human Values d. Environment and Sustainability	c. Yes d. Yes
1.3.2	No. of courses that include experiential learning through project work/field work/internship	02
1.3.3	No. of students undertaking project work/field work/internships	01
2.2.1	Department assesses the learning levels of the students and organizes special Program for advanced learners and slow learners	<p>The department organizes special programs for advanced learners and slow learners:-</p> <p>After the completion of the admission process, regular classes commence as per the college routine. The department adopts a process of identifying slow and advanced learners as per their responses in the classroom as well as their performances in the internal assessment.</p> <p>For Advanced Learners:</p> <ul style="list-style-type: none">➤ Seminar, group discussion, home assignment, field trip etc.➤ Guidance & counseling for competitive exam➤ Encourage for merit scholarship <p>For Slow Learners:</p>

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		<ul style="list-style-type: none"> ➤ Individual counseling ➤ Remedial coaching / tutorial classes ➤ Extra notes ➤ Group discussion
2.2.2	Student-Full time teacher ratio	34 : 1
2.3.1	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences	<p>Some of the student centric methods used by the department are listed below</p> <ul style="list-style-type: none"> ➤ Encouraged the students for active participation in the class by their interactions. ➤ Encouraged the students to ask questions and to discuss course related problems. ➤ Seminar presentation as a part of Internal Assessment. ➤ Home Assignment, Group Discussion etc. among the students. ➤ Publication departmental wall magazine "Boddhidrom"
2.3.2	No. of Teachers use ICT enabled tools for effective teaching-learning process.	All the teachers (03)
2.3.3	Ratio of mentor to students for academic	27: 1

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	and other related issues	
2.4.2	No. of Teachers with PhD	Nil
2.4.3	Average teaching experience of full time teachers in the same institution	Mohendra Nath (HOD) -19 Years Swapnajyoti Saikia- 14 years Ajit Bori -13 years
2.5.1	Mechanism to deal with internal assessment is transparent and robust in terms of frequency and mode	<p>The internal assessment is conducted by Education Department as per the norms of the Dibrugarh University. 20 marks are allotted for the internal assessment- 5 marks each for two in- sem exam, 5 marks for seminar, group discussion, viva, project, home assignment etc. and 5 marks for attendance. To make the mechanism of internal assessment transparent and robust the department follows below mentioned steps:</p> <ul style="list-style-type: none">➤ Home assignment, topic of seminar, group discussion etc. are given in advance and departmental notice are displayed in the college notice board.➤ Sessional examinations are taken on the topic taught in the class by keeping in mind the probable questions in the final examination.➤ HOD of the department holds separate examination for those who fail to appear in the sessional examination due to some valid reason.➤ The results of sessional examinations are displayed in the college notice board.

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		<ul style="list-style-type: none">➤ Evaluated answer scripts of the sessional examinations are shown to the students in respective classes.➤ Detail record of the students are maintained by the department.
2.5.2	Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient	<p>The Education department displays in their respective notice boards the mark division obtained by each student. Marks of in-semester examinations are displayed within one week of examination.</p> <p>If any students not satisfied with evaluation may approach to the HOD to solve problem.</p>
2.6.1	Teachers and students are aware of the stated program and course outcomes of the programs offered by the institution	<ul style="list-style-type: none">➤ The Under Graduate course in Education Honors course gives opportunity the student to understand and describe the meaning, nature, aims, objectives, role of Education and its different scopes.➤ The course explains the basics as well as emerging trends, concepts of Indian and Western schools of Philosophy and their impact on Education.➤ It discusses about different Ideologies and contributions of great educators around the world.➤ The course also comprises understanding, explaining the meaning and nature of different perspectives of Sociological, Psychological, Technological foundations of Education.

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		<ul style="list-style-type: none">➤ It identifies different theories of intelligence, personality, aptitude etc. The course is practices on teaching methods, measurement and evaluation in Education with psychological basis.➤ The course also contains with value, mental health issues, Guidance and counseling, child psychology.➤ It emphasizes on relationship of education and economic development in context of modern era. The course also tries to promote research activities in the field of social science.➤ One of the most important outcomes of the course is that it tries to develop positive attitude and awareness towards society, and higher studies in the field of Education.
2.6.2	Attainment of program outcomes and course outcomes are evaluated by the institution	<p>The evaluation of program outcomes and course outcomes are done by following methods:</p> <ul style="list-style-type: none">➤ Internal Assessment conducted by procedure prescribed by the university help to observe knowledge and skills of the students. These assessments are done on the basis of marks obtained in the internal examinations.➤ Viva voce or Practical Exam are also used as a tool to measure the learning outcomes.


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		<ul style="list-style-type: none">➤ The program outcome, program specific outcomes and course outcomes are also measured with the help of departmental seminars and group discussions.➤ The students are assigned home assignments on a particular topic/ course to measure their knowledge and skills.➤ Participation of students in classroom interaction, micro teaching, co-curricular activities also is an indicator of POs & COs.
2.6.3	Pass percentage of final year Students in the last year	77.27 %
3.1.1	Grants received from Government and non-government agencies for research projects/endowments	Nil
3.1.2	No. of research projects funded by government and non-government agencies	Nil
3.1.3	Number of Seminars/conferences/workshops conducted	01
3.2.1	Number of papers published per teacher in the Journals notified on UGC website	Nil
3.2.2	Number of books and chapters in edited volumes/books published and papers published in national/international conference proceedings	Nil
3.3.1	No. of Extension activities are carried out in	07



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	the neighborhood community, sensitizing students to social issues, for their holistic development	
3.3.2	Number of awards and recognitions received for extension activities from government/ government recognized bodies	01
3.3.3	No. of Number of extension and outreach programs conducted by the institution through NSS/NCC/Red Cross/YRC etc., (including the programs such as Swatch Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry community and NGOs)	05 ➤ Tobacco free campaign ➤ Cleanliness program ➤ Jal jiban mission ➤ Legal awareness program ➤ National Unity Day
3.3.4	No. of students participating in extension activities at 3.3.3 above	➤ Tobacco free campaign-10 ➤ Cleanliness program-12 ➤ Jal jiban mission-15 ➤ Legal awareness program-15
3.4.1	No. of collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the-job training, research etc.	02
3.4.2	Number of functional MOUs with national and international institutions, universities, industries, corporate houses etc.	Nil
4.1.3.	No. Of classrooms and seminar halls with ICT-enabled facilities such as smart class, LMS, etc.	Classroom -11 Smart classroom -01 Projector room -01 Laboratory room-01

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5.1.3	Capacity building and skills enhancement initiatives taken by the department include the following 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, Physical fitness, Health and Hygiene) 4. ICT/Computing skills Options: A. All of the above B. 3 of the above C. 2 of the above D. 1 of the above E. None of the above	01 Yoga
5.2.1	No. of placement of outgoing students	01
5.2.2	No. of students progressing to higher education	03
5.2.3	No. of students qualifying in state/national/international level examination level examinations during the last five years (e.g. JAM/CLAT/GATE/CAT/GRE/TOEFL/Civil Services/ State government examinations)	01
5.3.1	Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level	01
5.3.2	No. of number of sports and cultural	


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	events/competitions in which students of the institution participated	
6.3.3	No. of number of professional development/administrative training programs organized	01 One week capacity building program organized by IQAC, Melamora College
6.3.4	No. of teachers undergoing online/face to face Faculty development program (FDP)	02
7.2.1	Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual	1. Best Practice No: 1 <u>Plastic-free campaign for eco-friendly atmosphere</u> Objective of the Practice- Melamora college believes in clean, green and pollution free environment to provide an effective learning. Therefore, the college takes plastic free campaign in and around the campus. The institution has left no stone unturned to free the zone from plastic to provide enrichment to the mind, heart and soul of the students. The institution is located in a pollution and plastic free environment and it is for eco-friendly atmosphere. Melamora college is committed to plastic-free movement for in and around the campus so that eco-friendly atmosphere could be recognised by the students as well as college staff. It invests all efforts to make the college plastic free area and to

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		<p>maintain greenery environment. It also aims to reduce energy consumption, ensure standard air quality and energy efficiency on campus.</p> <p>The context—The globe witnesses an unprecedented catastrophe due to the too much plastic using by human beings to the eco-system. The college needs a robust mechanism to make the college community aware of the demerits of plastic uses and its bad impact in the environment. A pollution free environment is a catalyst of effective learning and it provides a good learning environment. The college therefore decides to educate and make aware the students on the issues of demerits of plastic uses and the concept of eco-friendly atmosphere. The institution also decides to work in the areas of plantation, plastic-free and eco-friendly environment. The institution also takes steps to motivate the students and the employees regarding the use of eco-friendly method such as-bamboo pot, muddy pot etc.</p> <p>Practice</p> <p><u>Following initiatives are employed in the campus—</u></p> <p>[a]Using handmade pots, vessels...The college initiates to avoid plastic bottles and instead of it handmade bamboopot, clay pot etc. are used.</p> <p>[b]Observing international plastic bag free day on 3rd July every year aiming to eliminate the use of plastic the college initiates to counsel the students and college staff for the bad impact of plastic uses,</p>
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		<p>[c]Eco-friendly atmosphere to make students aware of de-merits of plastic uses the institution takes steps to counsel them.</p> <p>[d]Greenery campus-Besides banning plastic uses the college tries to make the campus greenery with plantation. Every year the college observes world Environmental day on 5th June and also takes steps to make the environment plastic free zone.</p> <p>Evidence of success-</p> <p>Plastic free and eco-friendly atmosphere has produced a number of positive outcomes to the college. One of the important outcome is that the college uses bamboo product pot, clay pot etc. Moreover the students and college community slowly and gradually avoid and reduce the use of plastic-made things in and around the campus. The effect is wide spread that some of the students and college - community reduce the use of plastics in their homes. Evidence of success is clear in the not using of plastic bottles. Earlier some of the students use plastic water bottles but at present they totally use others instead of plastics.</p> <p>Problems encountered—</p> <p>Best practice 2</p> <p><u>Human for human being</u></p> <p>Title of the practice -Manuemanuhar babe [Human for human being]</p> <p>The philosophy of the song 'Manuhe Manuhar Babe'by the great</p>
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	<p>cultural icon Dr. Bhupen Hazarika is to think for human being by one human being. For this Melamora college initiates to help down-trodden people of the area, the students, differently abled persons. The institution has encouraged these people helping them financially. It tries to bring them forward in society from down trodden environment. Some other differently abled persons are given chance to focus their hidden talent.</p> <p>Context-</p> <p>To spread moral values towards the students and college community the institution has worked for the moral values beyond self-centred ideology. The college donated those poor students who are unable to think for higher education. During natural calamity the institution comes near victimized people. Flood affected people are helped financially.</p> <p><u>The practice—Following initiatives are taken in the campus---</u></p> <p>[a]Helping Record-holder students-Two students from the college created record in Marathan race. They also tried to climb Mount Everest Peak. The institution helped them financially from the beginning.</p> <p>[b]For hidden talent the college has given the differently abled person to sing in cultural programmes and he was felicitated and helped financially.</p> <p>[c]Different helps...The poor students are helped and one badly</p>
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melamoracollege1987@gmail.com 03774-291528

		<p>injured student has been helped financially.</p> <p>Evidence of success</p> <p>Cut -throat competition is going on over the globe day to-day. Mrigen Robidas humanity ground the college supports them financially to climb 5000 feet of the Himalayan peak.</p>
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Signature of Head of Institution

Signature of Officer

Signature

HOD

Department of Education

Melamora College, Golaghat

Principal
Melamora College
Melamora, Golaghat

AUDIT REPORT DEPARTMENT OF ENGLISH

AUDIT REPORT
SESSION 2021-22
DEPARTMENT OF ENGLISH
MELAMORA COLLEGE

Jkh 27/10/2022
Co-ordinator
IQAC
Melamora College
Golaghat

NAME OF DEPARATMENT: ENGLISH

YEAR OF ESTABLISHMENT:1987


HEAD OF THE DEPARTMENT: Chumi Bora

Metric No	Description	Response
	Total no. of seats (General)	
	Total no. of Students at present	
	No. of sanctioned faculty positions	02
	No. of filled up faculty against sanctioned posts	02
	No. of other faculty	NIL
1.1.1	The Institution ensures effective curriculum delivery Through a well-planned and documented process:	

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	(Response-YES/NO) a. Lesson plan is maintained by the teachers b. Course progress record is maintained by the teachers c. Course completed in stipulated time d. Feedback on teachers collected from the students e. Internal examination results are analyzed and Necessary action taken	a. Yes b. Yes c. Yes d. Yes e. Yes
1.1.2	The institution adheres to the academic calendar Including for the conduct of CIE (Response-Yes/No) a. Academic calendar is maintained for teaching b. Academic calendar is maintained for CIE	a. YES b. YES
1.2.2	Number of Add on/ Certificate programe offered During: 2021-22	1
1.2.3	No of students enrolled in Certificate/ Add -on Programs last year	70
1.3.1	Following issues are integrated to curriculum: (Response-Yes/No) a. Professional Ethics b. Gender c. Human Values d. Environment and Sustainability	a. YES b. YES c. YES d. YES
1.3.2	No. of courses that include experimental learning Through project work/field work/internships	1
1.3.3	No. of Students undertaking project work/field work/ Internships	35
2.2.1	Department assesses the learning levels of the students And organizes special Programs for advanced Learners and slow learners	In order to assess the learning levels of the students efforts are made to find out their potentialities and the competency and accordingly tried to take specific methods with respect to slow, and advanced learners. Special attention is given by taking tutorial classes to the students so that they can freely share their doubts regarding the subject. Identifying the slow learners and


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		advanced learners on the basis of their performance in class tests ,they are given to solve earlier question papers repeatedly .The shortcomings of them are pointed out and discussed with them cordially.
2.2.2	Student-Full time teacher ratio	75:1
2.3.1	Student centric methods, such as experimental learning participative learning and problem solving methodologies are used for enhancing learning experiences	The department adopts various student-centric methods such as group discussion, class-room interaction, home assignment, field study etc. to enhance the students involvement as a part of participative and problem solving methodologies. The students are encouraged to ask questions and to discuss problems of the course. The department is equipped with lap-tops etc. to make the learning more student-centric. They are given assignment to develop their problem solving skills. Lecture, interactive methods are well supplemented by workshop as a part of student –centric method to enhance their learning experiences. Field works facilitate the teaching-learning process.
2.3.2	No. of Teachers use ICT enabled tools for effective teaching –learning process.	2
2.3.3	Ratio of mentor to students for academic and other related issues	70:1
2.4.2	No. of Teachers with Ph.D	NIL
2.4.3	Average teaching experience of full time teachers in the same institution	19
2.5.1	Mechanism of internal assessment is transparent and robust in terms of frequency and mode	The internal assessment is conducted as per the rules set by Dibrugarh University. Sessional examinations are taken on the topic taught in the class by keeping in mind the probable questions in the final examination. For transparency the results of internal examination are displayed in the departmental notice board. The evaluated answer scripts are shown to the students in respective class so that they aware of mistake and try to score better in future. Group discussion, viva are held among the students as part of internal assessment. Attendance of students is strictly maintained by proper marking in the class register.

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2.5.2	Mechanism to deal with internal examination related Grievances is transparent, time-bound and efficient	There is a provision of re-evaluation of answer scripts. In case of internal examination students are given freedom to enquire their marks if the marks are not up to their expectation. Answer scripts are shown to them to make them aware of their mistakes and to score better in future. the process of dealing with examination related grievances is very transparent time bound and efficient.
2.6.1	Teachers and Students are aware of the stated Programme offered by the institution	As an affiliated college under Dibrugarh University our college follows the frame work of the curriculum of three years B.A course under CBCS. The syllabus as well as the course structure is displayed in the website of the college for information. The faculty members communicate with the students about the specific areas about to which they face problems. The problem outcomes of the course also intimated to the students.
2.6.2	Attainment of programme outcomes and course Outcomes are evaluated by the institution	Each course of the programme is evaluated with the help of internal assessment conducted at the college .The attainment of program outcomes and results are evaluated on the basis of pass percentage of the students. The internal assessment, i.e. Sessional examination, assignment, workshop etc. help to measure the level of attainment of course specific outcome. The department takes initiatives for inspiring, encouraging students for their good results.
2.6.3	Pass percentage of final year Students in the last year	80.59
3.1.1	Grants received from Government and non-Governmental agencies for research project/ Endowments	NIL
3.1.2	No. of research projects founded by government and Non-government agencies	NIL
3.1.3	Number of seminars/conferences/workshops Conducted	1
3.2.1	Number of papers published per teacher in the Journal notified on UGC website	NIL
3.2.2	Number of books and chapters in edited Volumes/books published and papers published in National/international conference proceedings	NIL


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MELAMORA COLLEGE

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3.3.1	No. of Extension activities are carried out in the Neighborhood community, sensitizing students to Social issues, for their holistic development	22
3.3.2	Number of awards and recognitions received for Extension activities from government /government Recognized bodies	NIL
3.3.3	No. of Number of extension and outreach programmes Conducted by the institution through NSS/NCC/Red Cross/YRC etc.,(including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry , community and NGOs)	5
3.3.4	No. of students participating in extension activities at 3.3.3. above	ALL STUDENTS
3.4.1	No. of collaborations/linkages for Faculty exchange, Students exchange, Internship, Field trip, On-the-job Training , research etc	1
3.4.2	Number of functional MoUs with national and International institutions, universities, industries,	2
4.1.3	No. of classrooms and seminar halls with ICT-enabled Faculties such as smart class, LMS, etc	2
5.1.3	Capacity building and skills enhancement initiatives Taken by the department include the following 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) 4. ICT/Computing skills Options: A. All the above B. 3 of the above C. 2 of the above D. 1 of the above E. None of the above	C. YES

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5.2.1	No. of placement of outgoing students	3
5.2.2	No. of students progressing to higher education	2
5.2.3	No. of students qualifying in state/national /international level examinations during the last five years e.g: JAM/CLAT/GATE/GMAT/CAT/GRE/ TOEFL/Civil Services/State government examinations.)	2
5.3.1	No. of awards/ medals for outstanding performance In sports/cultural activities at universities/state/national/ International level	3
5.3.3	No. of Number of sports and cultural Events/competitions in which students of the Institution Participated	3
6.3.3	No. of Number of professional development /administrative training programs organized	NIL
6.3.4	Of teachers under going online/face-to-face Faculty Development programs(FDP)	2
7.2.1	Describe two best practices successfully implemented By the Institution as per NAAC format provided in the Manual	<p>BEST PRACTICE I: Plastic Free Campaign for Eco-Friendly atmosphere: Our college believes in green and pollution free environment to provide an effective learning. the college has taken plastic free campaign around the campus to provide enrichment to the mind, heart and soul of the students. The college decides to educate and make aware the students issue of demerits of plastic uses and concept of Eco-Friendly atmosphere. The institution takes step to motivate the students and the employees regarding the use of eco-friendly method such as bamboo pot, muddy pot, etc.</p> <p>BEST PRACTICE II: HUMAN FOR HUMAN BEING (MANUHE MANUHAR BABE): The philosophy of the song Mnuhe Mnuhar Babe by the great cultural icon Dr. Bhupen Hazarika is to think for human being by one human being. The college takes initiatives to help down trodden people of the area, the students, differently</p>


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		able persons. The institution has encouraged them helping them financially and tries to bring them forward in society from down trodden environment. The institution tries to spread moral values towards the students and college community beyond self centered ideology and has donated those poor students who are unable to think for higher education. During natural calamities the college comes near victimize people and help them financially.
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Prepared by

Chumi Bora(HOD)

Department of ENGLISH
Melamora College

Principal
Melamora College
Melamora, Golaghat


Co-ordinator
IQAC
Melamora College
Golaghat

27/10/2022

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ACADEMIC AUDIT REPORT DEPARTMENT OF ASSAMESE

ACADEMIC AUDIT REPORT
DEPARTMENT OF ASSAMESE
MELAMORA COLLEGE
SESSION 2021-2022


 Co-ordinator
 IQAC
 Melamora College
 Golaghat 27/10/2022
 CGP - 3.18

Name of the Department: ASSAMESE
 Year of Establishment: 1987
 Head of the Department: Mr. PROTIM SAIKIA

Metric No	Description	Response
	Total No. of Seats (Major)	50+50+50
	Total No. of Students at Present	1st Sem. 43 (Major) 3rd Sem. 48 (Major) 5th Sem. 25+2 (Major+DSE) 2nd Sem. 43 (Major) 4th Sem. 48 (Major) 6th Sem. 25+2 (Major+DSE)
	No. of Sanctioned faculty positions	05
	No of filled up faculty against sanctioned post	05
	No. of other faculty	01
1.1.1.	The Institution ensure effective curriculum delivery through a well-planned and documented process: (Response- Yes/No)	


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	Lesson plan is maintained by the teachers Course progress record is maintained by the teachers Course completed in stipulated time Feedback on teachers collected from the students Internal examination results are analyzed and necessary action taken	Yes Yes Yes Yes Yes
1.1.2	The institution adheres to the academic calendar including for the conduct of CIE (Response-Yes/No) Academic calendar is maintained for teaching Academic calendar is maintained for CIE	Yes Yes
1.2.2	Number of Add on/Certificate Programs offered during 2021-2022	Nil
1.2.3	No. of students enrolled in Certificate/Add-on programs last year	Nil
1.3.1	Following issues are integrated to curriculum: (Response-Yes/No) Professional Ethics Gender Human Values	Yes Yes Yes Yes


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Environment and Sustainability		
1.3.2	No. of courses that include experiential learning through project work/field work/internship	02
1.3.3	No. of students undertaking project work/field work/internships	19
2.2.1	Department assesses the learning levels of the students and organizes special Program for advanced learners and slow learners	At the beginning of the new session the Faculties of the department tries to find out the potentialities and the competency of the students and attempt to take separate approach with respect to advanced learners and slow learners. Special attention to these two groups with reference to their course materials given to them. Slow learners are given extra classes / remedial classes so that they can understand the subject without hesitating. Different types of methods are taken to involve the students in the teaching learning process. Hand written notes are provided to students and extra classes are taken through Google meet, Teach mint etc. The faculty members of Assamese department identify the advanced learners on the basis of their performance in class tests, sessional examinations (in-semester), interaction etc. They are also assigned to solve the university question papers of at least last 3-4 years examinations. The students are also provided reference books available in the departmental library.
2.2.2	Student-Full time teacher ratio	23.2%
2.3.1	Student centric methods, such as experiential learning, participative learning and problem solving	The Department laid emphasis how to make learning be made more student centric. The Faculties basically use chalk and talk and lecture method.

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	methodologies are used for enhancing learning experiences	<p>The digital class room is used for facilitating the use of ICT for the teachers and students alike.</p> <p>The students participate in extensions programs whereby they learn something.</p> <p>Group discussion, seminar, educational tours to academic institutions and historical places are also some of the measures to make learning student centric.</p> <p>In individual capacity, all teachers have published subject related books(Eg.- "Jugajug Tatta" and "Asomiya Nirbacit Natak Aluchona")</p> <p>Questions relating to the syllabus and all relevant questions are discussed in the classroom.</p> <p>Field study of the department enhances their knowledge of field survey.</p> <p>Participatory learning activities such as wall magazine, hand written magazine, project work, assignments etc.</p>
2.3.2	No. of Teachers use ICT enabled tools for effective teaching-learning process.	All the teachers (05)
2.3.3	Ratio of mentor to students for academic and other related issues	30: 1
2.4.2	No. of Teachers with PhD	Nil
2.4.3	Average teaching experience of full time teachers in the same institution	<ol style="list-style-type: none"> 1. Protim Saikia-21years 2. Aparna Hazarika-15 years 3. Nabanita Saikia- 13 Years 4. Anjumoni Nath- 13 Years

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		5. Dipti Saikia- 22 Years.
2.5.1	Mechanism to deal with internal assessment is transparent and robust in terms of frequency and mode	<ul style="list-style-type: none"> The internal assessment is conducted by Assamese Department as per the norms of the Dibrugarh University. 20 marks are allotted for the internal assessment- 5 marks each for two in-sem exam, 5 marks for seminar, group discussion, viva, project, home assignment etc. and 5 marks for attendance. To make the mechanism of internal assessment transparent and robust the department follows below mentioned steps: Home assignment, topic of seminar, group discussion etc. are given in advance and departmental notice are displayed in the college notice board. Sessional examinations are taken on the topic taught in the class by keeping in mind the probable questions in the final examination. HOD of the department holds separate examination for those who fail to appear in the sessional examination due to some valid reason. The results of sessional examinations are displayed in the college notice board. Evaluated answer scripts of the sessional examinations are shown to the students in respective classes. Detail record of the students are maintained by the department.
2.5.2	Mechanism to deal with internal examination related grievances is transparent, time-bound and	The Assamese department displays in their respective notice board the mark division obtained by each student. Marks of in-semester examinations are displayed within one week of examination.

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	efficient	If any student not satisfied with evaluation may approach to the HOD to solve problem.
2.6.1	Teachers and students are aware of the stated program and course outcomes of the programs offered by the institution	The teaching strategies of the department are structured through academic calendar, teaching plan and time table i.e. the class-routine. The teachers have been deputed for short term, orientation and refresher courses for their knowledge up-gradation. <ul style="list-style-type: none">• The departments hold class test sessional examinations, seminar, group-discussions etc. Special care is taken for the slow learners. The college has the mechanism of assessing the teachers by students' feedback through some certain questionnaire set. Students are assessed through the performances in various examinations.• The program outcomes, program specific outcome and course outcomes for B.A. Courses offered by the institutions are displayed in the college website. The college has clearly stated learning outcomes. These are enshrined as the vision, mission and objectives of the college. The teachers and students are made aware of these outcomes through their publication in the college prospectus. Further, these are formally or informally discussed in various gatherings in the college.
2.6.2	Attainment of program outcomes and course outcomes are evaluated by the institution	The department follows the broad framework of the curriculum for undergraduate course under Dibrugarh University for measuring attainment of program outcomes, program specified outcomes and course outcomes. The evaluation is done by following methods: <ul style="list-style-type: none">• Internal Assessment conducted by procedure prescribed by the


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		<p>university help to observe knowledge and skills of the students. These assessments are done on the basis of marks obtained in the internal examinations.</p> <ul style="list-style-type: none">• The program outcome, program specific outcomes and course outcomes are also measured with the help of departmental seminars and group discussion.• The students are assigned home assignments on a particular topic/ course to measure their knowledge and skills.• Participation of students in classroom interaction, co-curricular activities are also indicators of PO & Cos.
2.6.3	Pass percentage of final year Students in the last year	92% Total Appeared Students-25 Passed- 23
3.1.1	Grants received from Government and non-government agencies for research projects/endowments	Nil
3.1.2	No. of research projects funded by government and non-government agencies	Nil
3.1.3	Number of Seminars/conferences/workshops conducted	03
3.2.1	Number of papers published per teacher in the Journals notified on UGC website	Nil
3.2.2	Number of books and chapters in edited volumes/books published and	Chapter Published-10 Edited-1


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	papers published in national/international conference proceedings	
3.3.1	No. of Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development	08
3.3.2	Number of awards and recognitions received for extension activities from government/ government recognized bodies	03
3.3.3	No. of Number of extension and outreach programs conducted by the institution through NSS/NCC/Red Cross/YRC etc., (including the programs such as Swatch Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry community and NGOs)	05 i. Tobacco free campaign ii. Cleanliness program iii. Jal jiban mission iv. Legal awareness program v. National Unity Day
3.3.4	No. of students participating in extension activities at 3.3.3 above	i. Tobacco free campaign-25 ii. Cleanliness program-15 iii. Jal jiban mission-15 iv. Legal awareness program-25
3.4.1	No. of collaborations/linkages for Faculty exchange, Student	02


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	exchange, Internship, Field trip, On-the-job training, research etc.	
3.4.2	Number of functional MOUs with national and international institutions, universities, industries, corporate houses etc.	Nil
4.1.3.	No. Of classrooms and seminar halls with ICT-enabled facilities such as smart class, LMS, etc.	i. Classroom -11 ii. Smart classroom -01 iii. Projector room -01
5.1.3	Capacity building and skills enhancement initiatives taken by the department include the following Soft skills Language and communication skills Life skills (Yoga, Physical fitness, Health and Hygiene) ICT/Computing skills Options: All of the above 3 of the above 2 of the above 1 of the above None of the above	01 Yoga
5.2.1	No. of placement of outgoing students	01
5.2.2	No. of students progressing to	02

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	higher education	
5.2.3	No. of students qualifying in state/national/international level examination level examinations during the last five years (e.g. JAM/CLAT/GATE/CAT/GRE/TOEFL/Civil Services/ State government examinations)	07
5.3.1	Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level	03
5.3.2	No. of number of sports and cultural events/competitions in which students of the institution participated	03
6.3.3	No. of number of professional development/administrative training programs organized	01 One week capacity building program organized by IQAC, Melamora College
6.3.4	No. of teachers undergoing online/face to face Faculty development program (FDP)	07
7.2.1	Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual	1.Best Practice No: 1 <u>Plastic-free campaign for eco-friendly atmosphere</u>


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Objective of the Practice-

Melamora college believes in clean, green and pollution free environment to provide an effective learning. Therefore, the college takes plastic free campaign in and around the campus. The institution has left no stone unturned to free the zone from plastic to provide enrichment to the mind, heart and soul of the students. The institution is


located in a pollution and plastic free environment and it is for eco-friendly atmosphere. Melamora college is committed to plastic-free movement for in and around the campus so that eco-friendly atmosphere could be recognised by the students as well as college staff. It invests all efforts to make the college plastic free area and to maintain greenery environment. It also aims to reduce energy consumption, ensure standard air quality and energy efficiency on campus.

The context—The globe witnesses an unprecedented catastrophe due to the too much plastic using by human beings to the eco-system. The college needs a robust mechanism to make the college community aware of the demerits of plastic uses and its bad impact in the environment. A pollution free environment is a catalyst of effective learning and it provides a good learning environment. The college therefore decides to educate and make aware the students on the issues of demerits of plastic uses and the concept of eco-friendly


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		<p>atmosphere. The institution also decides to work in the areas of plantation, plastic-free and eco-friendly environment. The institution also takes steps to motivate the students and the employees regarding the use of eco-friendly method such as-bamboo pot, muddy pot etc.</p> <p>Practice</p> <p><u>Following initiatives are employed in the campus—</u></p> <p>[a]Using handmade pots, vessels...The college initiates to avoid plastic bottles and instead of it handmade bamboo pot, clay pot etc. are used.</p> <p>[b]Observing international plastic bag free day on 3rd July every year aiming to eliminate the use of plastic the college initiates to counsel the students and college staff for the bad impact of plastic uses.</p> <p>[c]Eco-friendly atmosphere to make students aware of de-merits of plastic uses the institution takes steps to counsel them.</p> <p>[d]Greenery campus-Besides banning plastic uses the college tries to make the campus greenery with plantation. Every year the college observes world Environmental day on 5th June and also takes steps to make the environment plastic free zone.</p> <p>Evidence of success-</p> <p>Plastic free and eco-friendly atmosphere has produced a number of positive outcomes to the college. One of the important outcome is that the college uses bamboo product pot, clay pot etc. Moreover the</p>
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	<p>students and college community slowly and gradually avoid and reduce the use of plastic-made things in and around the campus. The effect is wide spread that some of the students and college - community reduce the use of plastics in their homes. Evidence of success is clear in the not using of plastic bottles. Earlier some of the students use plastic water bottles but at present they totally use others instead of plastics.</p> <p>Problems encountered—</p> <p>Best practice 2</p> <p><u>Human for human being</u></p> <p>Title of the practice –Manuhe manuhar babe [Human for human being]</p> <p>The philosophy of the song ‘Manuhe Manuhar Babe’ by the great cultural icon Dr. Bhupen Hazarika is to think for human being by one human being. For this Melamora college initiates to help down-trodden people of the area, the students, differently able persons. The institution has encouraged these people helping them financially. It tries to bring them forward in society from down trodden environment. Some other differently able persons are given chance to focus their hidden talent.</p> <p>Context-</p> <p>To spread moral values towards the students and college community</p>
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Melamora, Golaghat



	<p>the institution has worked for the moral values beyond self-centred ideology. The college donated those poor students who are unable to think for higher education. During natural calamity the institution comes near victimized people. Flood affected people are helped financially.</p> <p><u>The practice—Following initiatives are taken in the campus--</u></p> <p>[a]Helping Record-holder students-Two students from the college created record in Marathon race. They also tried to climb Mount Everest Peak. The institution helped them financially from the beginning.</p> <p>[b]For hidden talent the college has given the differently able person to sing in cultural programmes and he was felicitated and helped financially.</p> <p>[c]Different helps...The poor students are helped and one badly injured student has been helped financially.</p> <p>Evidence of success</p> <p>Cut -throat competition is going on over the globe day to-day. Mrigen Robidas humanity ground the college supports them financially to climb 5000 feet of the Himalayan peak.</p>
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Signature

HOD

Assamese Department
Melamora College, Golaghat

Principal
Melamora College
Melamora, Golaghat

ACADEMIC AUDIT REPORT DEPARTMENT OF PHILOSOPHY

ACADEMIC AUDIT REPORT

Department of Philosophy

MELAMORA COLLEGE

SESSION 2021-2022

[Handwritten Signature]
Co-ordinator
IQAC
Melamora College
Golaghat
27/10/2022
CCP - 2.34

Name of the Dept: Philosophy.

Year of Establishment: 2006

Head of the Department: Lakhima Bora

Metric No	Description	Response
	Total No. of Seats (Non Honours)	40
	Total No. of Students at Present	8
	No. of Sanctioned faculty positions	02
	No. of filled up faculty against sanctioned post	02
	No. of other faculty	01
1.1.1.	The Institution ensure effective curriculum delivery through a well-planned and documented process: (Response- Yes/No) a) Lesson plan is maintained by the teachers b) Course progress record is maintained by the teachers c) Course completed in stipulated time	a. Yes b. Yes c. Yes d. No e. yes

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	d) Feedback on teachers collected from the students e) Internal examination results are analyzed and necessary action taken	
1.1.2	The institution adheres to the academic calendar including for the conduct of CIE (Response-Yes/No) a. Academic calendar is maintained for teaching b. Academic calendar is maintained for CIE	a. Yes b. Yes
1.2.2	Number of Add on/Certificate Programs offered during 2021-2022	Nil
1.2.3	No. of students enrolled in Certificate /Add-on programs last year	Nil
1.3.1	Following issues are integrated to curriculum: (Response-Yes/No) a. Professional Ethics b. Gender c. Human Values d. Environment and Sustainability	a. Yes b. Yes c. Yes d. Yes
1.3.2	No. of courses that include experiential learning through project work/field work/internship	01
1.3.3	No. of students undertaking project work/field work/internships	01
2.2.1	Department assesses the learning levels of the students and organizes special Programs for advanced learners and slow learners	❖ Program for Slow learners: ➤ Individual care by course teachers even outside the class to clear their doubts and concepts.

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		<ul style="list-style-type: none"> ➤ Tutorial/remedial classes are taken ➤ Previous years question papers are discussed. <p>❖ Program for Advanced learners:</p> <ul style="list-style-type: none"> ➤ Motivate to participate in seminar, workshop, fieldtrip etc. ➤ Guidance for competitive exam and higher education.
2.2.2	Student-Full time teacher ratio	20:1
2.3.1	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences	<ul style="list-style-type: none"> ➤ Seminar presentation, home assignment, group discussion on relevant topic, field tour, publication of hand written magazine, participation in cleanliness program, personal counseling, participation in extension and co-curricular activities, student representative, mentoring to the students having special problems, using ICT tools etc.

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ESTED - 1987

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মেলামৰা, গোলাঘাট, অসম।

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2.3.2	No. of Teachers use ICT enabled tools for effective teaching-learning process.	All the teachers (02)
2.3.3	Ratio of mentor to students for academic and other related issues	1:20
2.4.2	No. of Teachers with PhD	Nil
2.4.3	Average teaching experience of full time teachers in the same institution	Lakhima Bora_16 years Dipamoni Dutta_12 years
2.5.1	Mechanism of internal assessment is transparent and robust in terms of frequency and mode	Sessional exam in each sem -10marks Home assignment, seminar paper presentation, group discussion, field tour etc. -5 marks Attendance-5 marks
2.5.2	Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient	There is a mechanism to solve grievances relating to internal evaluation. Any student who is not satisfied with evaluation may approach the HOD.
2.6.1	Teachers and students are aware of the stated program and course outcomes of the programs offered by the institution	The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students-
2.6.2	Attainment of program outcomes and course outcome are evaluated by the institution	The faculty records the performance of each student with the help of specified course outcomes through a continuous evaluation process. The faculty provides home assignment /

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		to the students , conduct internal test , seminar paper presentation, workshop etc. in order to assess the program outcome and course outcome attained by each student.
2.6.3	Pass percentage of final year Students in the last year	%
3.1.1	Grants received from Government and non-government agencies for research projects/endowments	Nil
3.1.2	No. of research projects funded by government and non-government agencies	Nil
3.1.3	Number of Seminars/conferences/workshops conducted	02
3.2.1	Number of papers published per teacher in the Journals notified on UGC website	Nil
3.2.2	Number of books and chapters in edited volumes/books published and papers published in national/international conference proceedings	Nil
3.3.1	No. of Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development	2
3.3.2	Number of awards and recognitions received for extension activities from government/ government recognized bodies	Nil
3.3.3	No. of Number of extension and outreach programs conducted by the institution through NSS/NCC/Red Cross/YRC etc., (including the programs such as Swatch Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry community and NGOs)	NSS- <ul style="list-style-type: none"> ✓ Tobacco free campaign. ✓ Jal Jiban Mission ✓ Cleanliness program ✓ Legal awareness program
3.3.4	No. of students participating in extension activities at 3.3.3 above	

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3.4.1	No. of collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the-job training, research etc.	Nil
3.4.2	Number of functional MOUs with national and international institutions, universities, industries, corporate houses etc.	Nil
4.1.3.	No. of classrooms and seminar halls with ICT-enabled facilities such as smart class, LMS, etc.	Classroom -11 Smart classroom -1 Projector room -1
5.1.3	Capacity building and skills enhancement initiatives taken by the department include the following 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, Physical fitness, Health and Hygiene) 4. ICT/Computing skills Options: A. All of the above B. 3 of the above C. 2 of the above D. 1 of the above E. None of the above	1. Yoga 2. Seminar paper presentation D.1 of the above
5.2.1	No. of placement of outgoing students	01
5.2.2	No. of students progressing to higher education	00
5.2.3	No. of students qualifying in state/national/international level examination level examinations during the last five years (e.g.: JAM/CLAT/GATE/CAT/GRE/TOEFL/Civil Services/ State government examinations)	01
5.3.1	Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level	02 1. Kaustav Jyoti Bora (1 st Sem) Silver Medal in district level power lifting competition organized in Golaghat

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		<p>& Bronze medal in State level power lifting competition, Nagaon)</p> <p>2. . Lokhram Kurmi (5th Sem DSE, Non Honors) INDIA BOOK OF RECORDS</p>
5.3.2	No. of number of sports and cultural events/competitions in which students of the institution participated	<p>02</p> <p>Bronze medal in District Level Arm Wrestling Competition.</p>
6.3.3	No. of number of professional development/administrative training programs organized	<p>01</p> <p>One week capacity building program organized by IQAC, Melamora College</p>
6.3.4	No. of teachers undergoing online/face to face Faculty development programs (FDP)	<p>02</p>
7.2.1	Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual	<p>1. Best Practice No: 1</p> <p><u>Plastic-free campaign for eco-friendly atmosphere</u></p> <p>Objective of the Practice-</p> <p>Melamora college believes in clean, green and pollution free environment to provide an effective learning. Therefore, the college takes plastic free campaign in and around the campus. The</p>

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	<p>institution has left no stone unturned to free the zone from plastic to provide enrichment to the mind, heart and soul of the students. The institution is</p> <p>located in a pollution and plastic free environment and it is for eco-friendly atmosphere. Melamora college is committed to plastic-free movement for in and around the campus so that eco-friendly atmosphere could be recognised by the students as well as college staff. It invests all efforts to make the college plastic free area and to maintain greenery environment. It also aims to reduce energy consumption, ensure standard air quality and energy efficiency on campus.</p> <p>The context—The globe witnesses an unprecedented catastrophe due to the too much plastic using by human beings to the eco-system. The college needs a robust mechanism to make the college community aware of the demerits of plastic uses and its bad impact in the environment. A pollution free environment is a catalyst of effective learning and it provides a good learning environment. The college therefore decides to educate and make aware the students on the issues of demerits of plastic uses and the concept of eco-friendly atmosphere. The institution also decides to work in the areas of plantation, plastic-free and eco-friendly environment. The institution also takes steps to motivate the students and the</p>
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	<p>employees regarding the use of eco-friendly method such as-bamboo pot, muddy pot etc.</p> <p>Practice</p> <p><u>Following initiatives are employed in the campus—</u></p> <p>[a]Using handmade pots, vessels...The college initiates to avoid plastic bottles and instead of it handmade bamboo pot, clay pot etc. are used.</p> <p>[b]Observing international plastic bag free day on 3rd July every year aiming to eliminate the use of plastic the college initiates to counsel the students and college staff for the bad impact of plastic uses.</p> <p>[c]Eco-friendly atmosphere to make students aware of de-merits of plastic uses the institution takes steps to counsel them.</p> <p>[d]Greenery Campus-Besides banning plastic uses the college tries to make the campus greenery with plantation. Every year the college observes world Environmental day on 5th June and also takes steps to make the environment plastic free zone.</p> <p>Evidence of success-</p> <p>Plastic free and eco-friendly atmosphere has produced a number of positive outcomes to the college. One of the important outcome is that the college uses bamboo product pot, clay pot etc. Moreover, the students and college community slowly and gradually avoid and reduce the use of</p>
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	<p>plastic-made things in and around the campus. The effect is wide spread that some of the students and college -community reduce the use of plastics in their homes. Evidence of success is clear in the not using of plastic bottles. Earlier some of the students use plastic water bottles but at present they totally use others instead of plastics.</p> <p>Problems encountered—</p> <p>Best practice 2</p> <p><u>Human for human being</u></p> <p>Title of the practice -Manuhe manuhar babe [Human for human being]</p> <p>The philosophy of the song 'Manuhe Manuhar Babe' by the great cultural icon Dr. Bhupen Hazarika is to think for human being by one human being. For this Melamora college initiates to help down-trodden people of the area, the students, differently abled persons. The institution has encouraged these people helping them financially. It tries to bring them forward in society from down trodden environment. Some other differently abled persons are given chance to focus their hidden talent.</p> <p>Context-</p> <p>To spread moral values towards the students and college community the institution has worked for</p>
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		<p>the moral values beyond self-centred ideology. The college donated those poor students who are unable to think for higher education. During natural calamity the institution comes near victimized people. Flood affected people are helped financially.</p> <p><u>The practice—Following initiatives are taken in the campus---</u></p> <p>[a]Helping Record-holder Students-Two students from the college created record in Marathon race. They also tried to climb Mount Everest Peak. The institution helped them financially from the beginning.</p> <p>[b]For hidden talent the college has given the differently abled person to sing in cultural programmes and he was felicitated and helped financially.</p> <p>[c]Different helps...The poor students are helped and one badly injured student has been helped financially.</p> <p>Evidence of success</p> <p>Cut -throat competition is going on over the globe day to-day. Mrigen Robidas humanity ground the college supports them financially to climb 5000 feet of the Himalayan peak.</p>
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Lakshmi Khatu
HOD, Philosophy


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ACADEMIC AUDIT REPORT DEPARTMENT OF POLITICAL SCIENCE


ACADEMIC AUDIT REPORT DEPARTMENT OF POLITICAL SCIENCE MELAMORA COLLEGE SESSION 2021-2022

NAME OF THE DEPARTMENT: Department of Political Science

Year of Establishment: 1987

Head of the Department: Mr. Luhit Nath

Metric No	Description	Response
	Total No. of Seats (Major)	
	Total No. of Students at Present	1 st Sem. (Hon)-57 +GE-34 3 rd Sem.(Hon)-23 + GE-36 5 th Sem.(Hon)-07 GE (Non-Hon)-7+DSE (NH)-13 2 nd Sem. (Hon)-42 +GE-20 4 th Sem.(Hon)-23 + GE-32 6 th Sem.(Hon)-07 GE (Non-Hon)-7+DSE (NH)-13
	No. of Sanctioned faculty positions	04
	No. of filled up faculty against sanctioned post	04
	No. of other faculty	01
I.I.I.	The Institution ensure effective curriculum delivery through a well-planned and documented process: (Response- Yes/No) a) Lesson plan is maintained by the teachers	a. Yes b. Yes


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	<p>b) Course progress record is maintained by the teachers</p> <p>c) Course completed in stipulated time</p> <p>d) Feedback on teachers collected from the students</p> <p>e) Internal examination results are analyzed and necessary action taken</p>	<p>c. Yes</p> <p>d. Yes</p> <p>c. Yes</p>
1.1.2	<p>The institution adheres to the academic calendar including for the conduct of CIE (Response-Yes/No)</p> <p>a. Academic calendar is maintained for teaching</p> <p>b. Academic calendar is maintained for CIE</p>	<p>a. Yes</p> <p>b. Yes</p>
1.2.2	<p>Number of Add on/Certificate Programs offered during 2021-2022</p>	01
1.2.3	<p>No. of students enrolled in Certificate /Add-on programs last year</p>	10+7=17
1.3.1	<p>Following issues are integrated to curriculum: (Response-Yes/No)</p> <p>a. Professional Ethics</p> <p>b. Gender</p> <p>c. Human Values</p> <p>d. Environment and Sustainability</p>	<p>a. Yes</p> <p>b. Yes</p> <p>c. Yes</p> <p>d. Yes</p>
1.3.2	<p>No. of courses that include experiential learning through project work/field work/internship</p>	02
1.3.3	<p>No. of students undertaking project work/field work/internships</p>	Field Work-36 Project Work-06
2.2.1	<p>Department assesses the learning levels of the students and organizes special Programs for advanced learners and slow learners</p>	<p>Learners of the college from a heterogeneous group having different levels of competence with diverse background. Without an assessment of their learning levels, it is not possible to prepare strategy</p>

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		<p>for effective teaching particularly for advanced and slow learners. The department of political science takes necessary steps to assess the learning levels of the students admitted into the department.</p> <p>At the time of admission course teachers of the department try to assess the skills, knowledge and interest of the students in the discipline.</p> <p>An orientation program is conducted for the fresher's for assessing their knowledge.</p> <p>❖ Program for Slow learners:</p> <ul style="list-style-type: none">➤ Individual care by course teachers even outside the class to clear their doubts and concepts.➤ Motivate to participate in yoga program for increasing their concentration.➤ Tutorial/remedial classes are taken➤ Previous years question papers are discussed. <p>❖ Program for Advanced learners:</p>
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		<ul style="list-style-type: none"> ➤ Motivate to participate in seminar, workshop, fieldtrip etc. ➤ Further reference materials are provided. ➤ Guidance for competitive exam and higher education. ➤ Encourage to apply for merit scholarship ➤ Given responsibility to organize events in the department.
2.2.2	Student-Full time teacher ratio	70 : 4 = 17.5 : 1
2.3.1	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences	<p>The department of political science enhances learning experiences by adopting practical approach to teaching and learning. A student friendly environment has been development in the department. Some of the students' centric methods used by the department are as follows:</p> <ul style="list-style-type: none"> ➤ Seminar presentation, home assignment, group discussion on relevant topic, field tour , publication of hand written magazine, participation in cleanliness program, personal counseling, participation in extension

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		and co-curricular activities, add on course, student representative , mentoring to the students having special problems, using ICT tools etc.
2.3.2	No. of Teachers use ICT enabled tools for effective teaching-learning process.	All the teachers (04)
2.3.3	Ratio of mentor to students for academic and other related issues	1: 25
2.4.2	No. of Teachers with PhD	Nil
2.4.3	Average teaching experience of full time teachers in the same institution	Luhit Nath(HOD) -20 years Swapnali Borah -18 years Biswajit Bora -13 years Pollavi Saikia -13 years
2.5.1	Mechanism of internal assessment is transparent and robust in terms of frequency and mode	The mechanism to deal with the internal assessment are as follows: Sessional exam in each sem - 10marks Home assignment, seminar paper presentation, group discussion, field tour etc. -5 marks Attendance-5 marks Details of various component of internal evaluation are included in prospectus. A copy of regulation of affiliating university relating to in assessment is uploaded in college website. Such measures help the students to know in advance all the component of internal assessment.

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2.5.2	Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient	There is a mechanism to solve grievances relating to internal evaluation. Any student who is not satisfied with evaluation may approach the HOD to solve his/her problem. There is a timeline to solve the evaluation related grievances. Details guideline of the exam grievances redressal mechanism has been made available in the department notification.
2.6.1	Teachers and students are aware of the stated program and course outcomes of the programs offered by the institution	<p>The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students-</p> <ol style="list-style-type: none"> 1. Graduate attributes are described to the 1st semester students at the commencement of the program. 2. At least five hours spent by the teachers for introducing the subject to the students. 3. Learning outcome and course outcomes are observed periodically. 4. Soft copy of program specific outcomes and course outcome are uploaded in the institutional website. 5. Demonstrate of through conceptual understanding in core areas of all subjects.
2.6.2	Attainment of program outcomes and course outcome are evaluated by the institution	<p>The level of attainment of program outcomes and course outcomes are evaluated by using various indicators throughout the semester of academic session.</p> <p>The faculty records the performance of each student with the help of specified course outcomes through a continuous</p>

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		evaluation process. The faculty provides home assignment to the students , conduct internal test , seminar paper presentation, workshop etc. in order to assess the program outcome and course outcome attained by each student.
2.6.3	Pass percentage of final year Students in the last year	85.71% (1 st Sem Honors)
3.1.1	Grants received from Government and non-government agencies for research projects /endowments	Nil
3.1.2	No. of research projects funded by government and non-government agencies	Nil
3.1.3	Number of Seminars/conferences/workshops conducted	03
3.2.1	Number of papers published per teacher in the Journals notified on UGC website	Nil
3.2.2	Number of books and chapters in edited volumes/books published and papers published in national/international conference proceedings	Nil
3.3.1	No. of Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development	10
3.3.2	Number of awards and recognitions received for extension activities from government/ government recognized bodies	03
3.3.3	No. of Number of extension and outreach programs conducted by the institution through NSS/NCC/Red Cross/YRC etc., (including the programs such as Swatch Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry community and NGOs)	NSS- ✓ Tobacco free campaign. ✓ Jal Jiban Mission ✓ Cleanliness program ✓ Legal awareness program

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3.3.4	No. of students participating in extension activities at 3.3.3 above	✓ Tobacco free campaign-10 ✓ Jal Jiban Mission-20 ✓ Cleanliness program-15 ✓ Legal awareness program-17
3.4.1	No. of collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the-job training, research etc.	02
3.4.2	Number of functional MOUs with national and international institutions, universities, industries, corporate houses etc.	Nil
4.1.3.	No. of classrooms and seminar halls with ICT-enabled facilities such as smart class, LMS, etc.	Classroom -11 Smart classroom -1 Projector room -1
5.1.3	Capacity building and skills enhancement initiatives taken by the department include the following 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, Physical fitness, Health and Hygiene) 4. ICT/Computing skills Options: A. All of the above B. 3 of the above C. 2 of the above D. 1 of the above E. None of the above	1. Yoga 2. Seminar paper presentation C. 2 of the above
5.2.1	No. of placement of outgoing students	03
5.2.2	No. of students progressing to higher education	05
5.2.3	No. of students qualifying in state/national/international level examination level examinations during the last five years	05

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	(e.g.: JAM/CLAT/GATE/CAT/GRE/TOEFL/Civil Services/ State government examinations)	
5.3.1	Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level	02
5.3.2	No. of number of sports and cultural events/competitions in which students of the institution participated	02
6.3.3	No. of number of professional development/administrative training programs organized	01
6.3.4	No. of teachers undergoing online/face to face Faculty development programs (FDP)	02 1. Luhit Nath (HOD) 2. Biswajit Bora
7.2.1	Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual	1. Best Practice No: 1 <u>Plastic-free campaign for eco-friendly atmosphere</u> Objective of the Practice- Melamora college believes in clean, green and pollution free environment to provide an effective learning. Therefore, the college takes plastic free campaign in and around the campus. The institution has left no stone unturned to free the zone from plastic to provide enrichment to the mind, heart and soul of the students. The institution is located in a pollution and plastic free environment and it is for eco-friendly atmosphere. Melamora college is committed to plastic-free movement for in and around the campus so that eco-friendly atmosphere could be recognized by the students as well as college staff. It invests all efforts to make the college plastic free area and to maintain greenery environment. It also aims to reduce energy consumption, ensure standard air

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	<p>quality and energy efficiency on campus.</p> <p>The context—The globe witnesses an unprecedented catastrophe due to the too much plastic using by human beings to the eco-system. The college needs a robust mechanism to make the college community aware of the demerits of plastic uses and its bad impact in the environment. A pollution free environment is a catalyst of effective learning and it provides a good learning environment. The college therefore decides to educate and make aware the students on the issues of demerits of plastic uses and the concept of eco-friendly atmosphere. The institution also decides to work in the areas of plantation, plastic-free and eco-friendly environment. The institution also takes steps to motivate the students and the employees regarding the use of eco-friendly method such as bamboo pot, muddy pot etc.</p> <p>Practice</p> <p><u>Following initiatives are employed in the campus—</u></p> <p>[a]Using handmade pots, vessels...The college initiates to avoid plastic bottles and instead of it handmade bamboo pot, clay pot etc. are used.</p> <p>[b]Observing international plastic bag free day on 3rd July every year aiming to eliminate the use of plastic the college initiates to counsel the students and college staff for the bad impact of plastic uses.</p> <p>[c]Eco-friendly atmosphere to make students aware of de-merits of plastic uses the institution takes steps to counsel them.</p> <p>[d]Greenery Campus-Besides banning plastic uses the college tries to make the campus greenery with plantation. Every year the college observes world</p>
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	<p>Environmental day on 5th June and also takes steps to make the environment plastic free zone. Evidence of success- Plastic free and eco-friendly atmosphere has produced a number of positive outcomes to the college. One of the important outcome is that the college uses bamboo product pot, clay pot etc. Moreover, the students and college community slowly and gradually avoid and reduce the use of plastic-made things in and around the campus. The effect is wide spread that some of the students and college -community reduce the use of plastics in their homes. Evidence of success is clear in the not using of plastic bottles. Earlier some of the students use plastic water bottles but at present they totally use others instead of plastics. Problems encountered—</p> <p>Best practice 2 Human for human being Title of the practice -Manuhe manuhar babe [Human for human being] The philosophy of the song 'Manuhe Manuhar Babe' by the great cultural icon Dr. Bhupen Hazarika is to think for human being by one human being. For this Melamora college initiates to help down-trodden people of the area, the students, differently abled persons. The institution has encouraged these people helping them financially. It tries to bring them forward in society from down trodden environment. Some other differently abled persons are given chance to focus their hidden talent. Context- To spread moral values towards the students and college community the institution has</p>
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		<p>worked for the moral values beyond self-centered ideology. The college donated those poor students who are unable to think for higher education. During natural calamity the institution comes near victimized people. Flood affected people are helped financially.</p> <p>The _____ practice—Following initiatives are taken in the campus—</p> <p>==</p> <p>[a]Helping Record-holder Students—Two students from the college created record in Marathon race. They also tried to climb Mount Everest Peak. The institution helped them financially from the beginning.</p> <p>[b]For hidden talent the college has given the differently abled person to sing in cultural programmes and he was felicitated and helped financially.</p> <p>[c]Different helps...The poor students are helped and one badly injured student has been helped financially.</p> <p>Evidence of success Cut-throat competition is going on over the globe day to-day. Mrigen Robidas humanity ground the college supports them financially to climb 5000 feet of the Himalayan peak.</p>
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Prepared by the Head of the Department –

Dept. of Political science
Luhit Nath
Melamora College

27/10/2022
Co-ordinator
IQAC
Melamora College
Golaghat

Principal
Melamora College
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ACADEMIC AUDIT REPORT DEPARTMENT OF HISTORY

Academic Audit Report

(2021-22)

Department of History

Melamora College

Co-ordinator
IQAC
Melamora College
Golaghat
27/10/2022
CCF-2022

Name of the Department:- History

Year of Establishment: 1987

Head of the Department: Durlabh Bori

Metric No.	Description	Response
	Total No. of Seats (Major)	50+50+50
	Total No. of Students at present	73
	No. of sanctioned faculty positions	3
	No. of filled up faculty against sanctioned post	3
	No. of other faculty	0

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1.1.1	The institution ensures effective curriculum delivery through a well-planned and documented process (Response- Yes/ No) a. Lesson plan is maintained by the teachers b. Course progress record is maintained by the teacher c. Course completed in stipulated time d. Feedback on teachers collected from the students e. Internal examination results are analysed and necessary action taken	Yes Yes Yes Yes Yes
1.1.2	The institution adheres to the academic calendar including for the conduct of CIC (Response- Yes/ No) a. Academic calendar is maintained for teaching b. Academic calendar is maintained for CIE	Yes Yes
1.2.2	Number of Add on / Certificate programs offered during 2021-22	1
1.2.3	No of students enrolled in Certificate / Add-on programs last year	15
1.3.1	Following issues are integrated to curriculum: (Responses – Yes/ No) a. Professional Ethics b. Gender c. Human Values d. Environment and Sustainability	Yes Yes Yes Yes
1.3.2	No. of courses that include experiential learning through project work/ field work/ internship	Field work
1.3.3	No. of students undertaking project work/ field work/internships	34
2.2.1	Department assesses the learning levels of the students organizes special programmes for advanced learners and slow learners	All the students of our department are not equally efficient in their level of understanding. For the slow learners tutorial classes are taken. The advanced learners are asked to find their doubt in any matter related to the subject. They are given impendence regarding

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		their study and they can share with us any question and unknown topic about the subject.
2.2.2	Student- Full time teacher ratio	23.33%
2.3.1	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences	We always try to make our students efficient and strong regarding their acquire knowledge. They are engaged in group discussion and by that they are reformed and modified their doubt and with the free share of the knowledge they can learn more. Adding value to class room teaching and online teaching by involving students in innovative project, critical thinking, creativity and scientific temper are essentials in the scheme of our teaching.
2.3.2	No. of Teachers use ICT enabled tools for effective teaching-learning process	All teacher
2.3.3	Ratio of mentor to students for academic and other related issues	51:1
2.4.2	No. of Teachers with Ph.D	Nil
2.4.3	Average teaching experience of full time teachers in the same institution	18.33%
2.5.1	Mechanism of internal assessment is transparent and robust in terms of frequency and mode	The internal assessment is conducted by our department under the rules set by the Dibrugarh University. Sessional examination are taken on the topic taught by in the class by keeping in mind the probable questions in the final examination. For transparency the result of semester examination are displayed in the department notice board for the students. The evaluated answer script are shown to the students in respective class. So that they can confirm their mistake and try to score better in future. Group discussion, viva are helped among the students as a part of Internal assessment.
2.5.2	Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient	There is a provision of re-evaluation of answer scripts. In case of internal examination students are given freedom to enquire their marks if the marks are not up to their expectation. Answer scripts are shown to them to make them aware of their mistakes and to score better in future. The process of dealing with examination related grievances is very transparent time bound and efficient.


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MELAMORA COLLEGE

Affiliated to Dibrugarh University


ESTED - 1987

মেলামৰা মহাবিদ্যালয়

মেলামৰা, গোলাঘাট, অসম।

melamoracollege1987@gmail.com 03774-291528

2.6.1	Teachers and students are aware of the stated programme and course outcomes of the programmes offered by the institution	As an affiliated college under Dibrugarh University, Melamora college follows the frame work of the curriculum of three years courses under CBCS B.A.(Honours/ Non- Honours programme). The syllabus as well as the course structure and the program outcomes for B.A. courses offered by the institution displayed in the college website. The department has respective routine activities for delivering and implementation of the curriculum designed by Dibrugarh University. The results are systematically and timely displayed in the college website, in which the final year results are always displayed in the Dibrugarh University website also.
2.6.2	Attainment of Programme outcomes and course outcomes are evaluated by the institutions	Each course of the programme is evaluated with the help of internal assessment conducted at the college. The attainment of programme outcomes results are evaluated on the basis of pass percentage of the students. The internal assessment, i.e. sessional examination, workshop, group discussion etc. help to measure the level of attainment of course specific outcomes. The department takes initiatives for inspiring, encouraging students for their good results.
2.6.3	Pass percentage of final year Students in the last year	45.45%
3.1.1	Grants received from Government and non-governmental agencies for research projects /endowments	Nil
3.1.2	No of research projects funded by government and non- government agencies	Nil
3.1.3	Number of Seminars/ Conferences/ Workshops conducted	1 - Workshop
3.2.1	No. of papers published per teacher in the Journals notified on UGC website	Nil
3.2.2	No. of books and chapters in edited volumes/ books published and papers published in National/ International conference proceedings	4


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3.3.1	No. of extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development	22
3.3.2	Numbers of awards and recognitions received for extension activities from government/ government recognized bodies	Nil
3.3.3	No. of Extension and outreach programs conducted by the institution through NSS/ NCC/ Red cross/ YRC etc.(including the programmes such as Swachha Bharat, AIDS awareness, Gender issues etc. and / or those organized in collaboration with industry, community and NGOs)	No. 5 (Jala Jivan Mission, Tobacco free campaign, Cleanness program, Legal awareness programme, National Unity Day)
3.3.4	No. of students participating in extension activities at 3.3.3 above	All Students
3.4.1	No. of collaborations/ linkages for Faculty exchange, Students exchange, Internship, Field trip, On-the-job training, research etc.	1
3.4.2	Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc.	1
4.1.3	No. of classrooms and seminar halls with ICT-enabled facilities such as smart class, LMS, etc.	2
5.1.3	Capacity building and skills enhancement initiatives taken by the department include the following 1. Soft skills 2. Language and communication skills 3. Life skills(Yoga, physical fitness, health and hygiene) 4. ICT/ computing skills Options: A. All of the above B. 3 of the above C. 2 of the above	C


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	D. 1 of the above E. Non of the above	
5.2.1	No. of placement of outgoing students	1
5.2.2	No. of students progressing to higher education	Nil
5.2.3	No. 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)	1 (PET)
5.3.1	Number of awards/ medals for outstanding performance in sports/ cultural activities at university/ state/ national/ international level	1
5.3.3	No. of number of sports and cultural events/ competitions in which students of the institution participated	3
6.3.3	No. of number of professional development/ administrative training programs organized	Nil
6.3.4	No. of teachers undergoing online/ face-to-face faculty development programmes (FDP)	1
7.2.1	Describe two best practices successfully implemented by the institutions as per NAAC format provided in the Manuals	<p>Best practice No. 1</p> <p>Title of the practice-- Plastic free campaign for eco-friendly atmosphere:</p> <p>Melamora college believes in clean, green and pollution free environment to provide an effective learning. Therefore the college takes plastic free campaign in and around the campus. The institution is located in a pollution and plastic free environment and it is for eco-friendly atmosphere. Melamora college is committed to plastic free movement for in and around the campus so that eco-friendly atmosphere could be recognized by the students as well as college staff. It invests all efforts to make the college plastic free area and to maintain greenery environment. It also aims to reduce energy</p>

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	<p>consumption, ensure standard air quality and energy efficiency on campus.</p> <p>The context- The globe witnesses an unprecedented catastrophe due to the too much plastic using by human beings to the eco-system. The college therefore decides to educate and make aware the students on the issues of demerits of plastic uses and the concept of eco-friendly atmosphere.</p> <p>The Practice: Following initiatives are employed in the campus----</p> <ol style="list-style-type: none"> 1. Using hand made pot, vessels:- The college initiates to avoid plastic bottles and instead of it hand made bamboo pot, clay pot etc. are used. 2. Observing international bag free day on 3RD July every year aiming to eliminate the use of plastic the college initiates to counsel the students and college staff for the bad impact of plastic uses. 3. Eco-friendly atmosphere to make students aware to demerits of plastic uses the institution takes steps to counsel them. <p>Best practice No. 2 Human for human being:-Title of the practice—<i>Manuhe manuhar babe</i> (Human for human being) The philosophy of the song ‘Manuhe manuhar babe’ by the great cultural icon Dr. Bhupen Hazarika is to think for human being by one human being. For this Melamora college initiates to help down-trodden people of the area, the students, differently able persons. Some other differently able person are given chance to focus their hidden talent.</p> <p>The Context- To spread moral values towards the students and college community the institution has worked for the moral values beyond self-centered ideology. The college donate those poor students who are unable to think for higher education. During natural calamity the institution comes near victimized people.</p>
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		<p>The practice:</p> <ol style="list-style-type: none">1. Helping record holder students—Two students from the college created record in Marathan race. They also tried to climb Mount Everest Peak. The institution helped them financially for the beginning.2. For hidden talent-- The college has given the differently able person to sing in cultural programmes and he was felicitated and helped financially.3. Different helps – The poor students are helped and one badly injured student has been helped financially. <p>Evidence of success:</p> <p>Cut-throat competition is going on over the globe day to day. On humanity ground the college has supported financially to Mrigen Robidas for climbing 5000ft. of the Himalayan peak.</p>
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Prepared by

Durlabh Bori

HOD

Department of History

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ACADEMIC AUDIT REPORT DEPARTMENT OF SOCIOLOGY

Handwritten signature and date: 29/10/2022, CFAA-2.68

ACADEMIC AUDIT

Name of the Department: SOCIOLOGY

Year of Establishment :2003-2004

Head of the Department: Rakhi Bora

Table with 3 columns: Metric No, Description, Response. Rows include total seats, faculty positions, curriculum delivery, academic calendar, and learning levels.

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		organizes special programs for advanced learners and slow learners. The teachers of the department make efforts to find out the slow learners and divided into several micro-groups spearheaded. Teachers give remedial classes for the slow learners to clarify their doubts, and re-explain the critical points on the subject where they lag behind. Through online and offline mood simplified reading materials are provided by the concerned teachers. The teachers discuss the university question papers in extra classes. The students are also provided list of reference books available in departmental library and central library of the college. The teachers are used both Assamese and English language in the classroom so that students can understand the lesson easily. For advanced learners advanced reading materials are provided to stimulate their thoughts. They are also encouraged to attend in various seminars to broaden their horizon.
2.2.2	Student – Full teacher ratio	28.5:1
2.3.1	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experience	<p>The department of Sociology adopts various student centric method like experimental learning, participative learning and problem solving methods to ensure active participation of students in the teaching learning process.</p> <p>Experiential Learning:</p> <ul style="list-style-type: none"> *Group Discussion *Field Study *Student Seminar *Paper Presentation in college *Writing for Departmental Magazine <p>Participative Learning:</p>

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		<p>*Educational visits outside the institution – the teachers encourage as well as provide students with opportunities to pursue experiential learning in their respective domains. Visit to different places enriched natural beauty and cultural knowledge.</p> <p>*Senior students of the department are also involved in this process with their juniors for mutual benefits.</p> <p>Problem Solving Methodologies:</p> <p>*Assignments *Group Discussion</p>
2.3.2	No.of teachers use ICT enabled tools for effective teaching – learning process	2

2.3.3	Ratio of mentor to students for academic and other related issues	28.5:1
2.4.2	No.of teachers with Phd	No
2.4.3	Average teaching experience of full time teachers in the same institution	14 yrs (Rakhi Bora) 13 yrs (Krishna Borah)
2.5.1	Mechanism of internal assessment is transparent and robust in terms of frequency and mode.	<p>Melamora College adopts a crystal clear policy regarding internal assessment,</p> <p>Internal examination incharge:</p> <p>*The College currently follows CBCS system . In the beginning of every academic session, the academic committee appoints an Internal examination incharge to conduct internal examination.</p> <p>*The Internal Examination Incharge is given the charge of setting up the dates of examination by the Academic Committee.</p> <p>Decentralization of Examination:</p>

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*The departments are entrusted with preparing question papers, appointing invigilators for the examinations.
*The dates of internal examinations are notified in the central notice board in the college. The students are also notified through whats app groups.

Evaluation:

*The answer scripts are evaluated within 15 days of the date of examination. The marks are notified in departmental groups.
* The answer scripts are handed over to the students so that they could look at the remarks written by the concerned teachers for further improvement.

Notification of Group Discussion/ Home Assignment/Seminar:

*Notifications of the dates and the topics of departmental viva discussion/home assignment/seminar are notified in the departmental groups.
*The marks of viva discussion/home assignment/seminar are posted in the departmental group. Soft copies of the mark sheets are sent to the whats app groups.

Robustness:

* **Frequency:** The college conducted Sessional Examination in centralized manner
* **Variety:** The college adopts the policy of decentralization and co-ordination where the

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		<p>department adopts the variety in the methods to select appropriate the methods of internal examination and evaluation which include Home Assignments, Online Assignments in Google Classroom,Whats app Groups, Seminar,etc.</p> <p>*CCTV: The examination process is monitored by CCTV cameras in order to avoid the malpractices.</p>
2.5.2	Mechanism to deal with internal examination related grievances is transparent ,time- bound and efficient.	<p>*All the students are notified in advanced about the time of internal examinations in the Central Notice Board, as well as Whats app Groups of the respective departments.</p> <p>*Faculty members of the departments re assigned by the respective Head of the Departments for time bound evaluation of the answer scripts.</p> <p>*Date of Seminars, Viva and Home assignments are notified in time.</p> <p>*Answer scripts are shown to the students in the classroom.</p> <p>*Guardians are called if students perform very poorly.</p> <p>*Counselling are offered to the slow learners after the examination.</p> <p>*All examinations are held in stipulated time.</p>
2.6.1	Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution .	<p>*In order to focus on the outcomes, the students are categorized in as Slow Learner and Advanced Learner on the basis of their performance of First Sessional Examination. Feedback are taken regularly from the students which help to evaluate the core understanding of the students about the content of the curriculum.</p> <p>*Google Classroom, Viva, Seminar Presentation,Home Assignments,Sudden Test, are substantially helping to</p>

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		<p>evaluate the learning outcomes.</p> <p>*Program specific outcomes are measured through both Academic and Non-Academic performances of the students. The performance of the students in the internal and external examinations, in the assignments, participating in college activities, role in departmental activities are some of the means by which program specific outcomes are measured.</p> <p>*Students are also encouraged to take part in Competitions, Seminars, Viva etc.</p> <p>*Course outcomes are measured through the performance of the students in the class, internal evaluation and external evaluation.</p> <p>*Students are measured continuously based on their regularity, their receptiveness, participation in the class discussions, their answers to questions asked by the teacher and the overall quality of their conduct.</p> <p>*Their performance in the internal examinations provides the initial indication of their learning outcome. Teachers provide critical inputs to the students on the basis of this performance to improve their performance in the external examinations.</p>
2.6.2	Attainment of Programme Outcomes and course outcomes are evaluated by the institution	<p>*Since the institution does not have direct Outcome Based Education , it uses direct methods to evaluate attainment of programme outcome and course outcome.</p> <p>*Direct methods display the student's knowledge and skills from their performance in the class/ assignment test, internal assignment test, assignment, semester</p>


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		<p>examinations, seminars etc. These methods provide a sampling of students' knowledge and provide strong evidence of student learning.</p> <p>1. Sessional Examinations: Sessional examination are held twice in a semester. This examinations are based on theory papers. It is a metric used to continuously assess the attainment of course outcomes.</p> <p>2. Home assignment: Home assignment is a metric used to assess student's analytical and problem solving abilities. Every students is assigned with course related tasks and assessment will be done based on their performance. Home assignment is held once in a semester.</p> <p>3. Viva: Viva is a metric used to assess student's presence of mind about the course. It is held once in a semester.</p> <p>4. Seminar Presentation: Seminar metric to assess presentation measures student's critical, original, and research oriented outlook along with presentation and communication skills. Seminar presentation also held once in a semester.</p> <p>5. End Semester Examination: End Semester Examination is the metric to assess whether all the course outcomes are attained. End Semester Examination is more focused on attainment of all course outcome. This examination is held once in a semester.</p>
2.6.3	Pass percentage of final year Students in the last year	66.66%
3.1.1	Grants received from government and non – government agencies for research projects / endowments	NA
3.1.2	No. of research projects funded by government and non – govt agencies	NA


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3.1.3	Number of Seminars /conferences/workshops conducted	01
3.2.1	Number of papers published per teacher in the journals notified on UGC website	No
3.2.2	Number of books and chapters in edited volumes/books published and papers published in national/international conference proceedings	NA
3.3.1	Number of extension activities are carried out in the neighborhood community sensitizing students to social issues, for their holistic development	22
3.3.2	Number of awards and recognition received for extension activities from government/government recognized bodies	NA
3.3.3	No.of number of extension and outreach programs conducted by the institution through NSS/NCC/Red-cross/YRC etc.,(including the programmes such as Swachha Bharat,AIDS awareness,Gender issues etc.and/or those organized in collaboration with industry,community and NGOs.)	05
3.3.4	No of students participating in extension activities at 3.3.3 above	All students
3.4.1	No. of collaborations/linked for Faculty exchange, Student exchange, Internship ,Field trip,On-the-job training, research etc.	
3.4.2	Number of functional MOUs with national and international institutions, universities, industries, corporate houses etc.	
4.1.3	No. of classrooms and seminar halls ICT- enable facilities such as smart class, LMS, etc	02
5.1.3	Capacity building and skills enhancement initiatives taken by the department include the following: 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) 4. ICT/computing skills, Options: A. All of the above B. 3 of the above C. 2 of the above D. 1 of the above E. None of the above	C
5.2.1	No. of placement of outgoing students	02
5.2.2	No. of students progressing to higher education	NA
5.2.3	No. of students qualifying in state/national/international level examinations during the last five years (eg. JAM/CLAT/GATE/GM/AT/CAT/GRE/TOEFL/Civil Services/State government examinations)	NA
5.3.3	No. of number of sports and cultural events/competitions in which students of the Institutions participated	03

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6.3.3	No. of number of professional development/administrative training programs organized	02
6.3.4	No. of teachers undergoing online/face-to-face Faculty development Programmes (FDP)	Rakhi Bora-2(FDP) Krishna Borah-1(FIP)
7.2.1	Described two best practices successfully implemented by the Institution as per NAAC format provided in the manual.	<p>Best practice No.1 Title of the practice:Plastic-free campaign for eco-friendly. Objective of the practice: Melamora college believes in clean,green and pollution free environment to provide an effective learning.Therefore,the college takes plastic free campaign in And around the campus.The institution has left no stone unturned to free the zone from plastic to provide enrichment to the mind ,heart and soul of the students.The institution is located in a plastic free environment and it is for eco-friendly atmosphere.Melamora college is committed to plastic-free movement for in and around the campus so that eco-friendly atmosphere could be recognized by the students as well as college staff.It invests all efforts to make the college plastic free area and to maintain greenery environment.It also aims to reduce energy consumption,ensure standard air quality and energy efficiency on campus.</p> <p>The context- The globe witnesses and unprecedented catastrophe due to the too much plastic using by human beings to the Eco-system.The college needs a robust mechanism to make the college community aware of the demerits of plastic uses and its bad impact in the environment.A pollution free environment is a catalyst of effective learning and it provides a good learning</p>

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environment. The college therefore decides to educate and make aware of the students on the issues of demerits of plastic uses and the concept of eco-friendly atmosphere. The institution decides to work in the areas of plantation, plastic-free and eco-friendly environment. The institution also takes steps to motivate the students and the employees regarding the use of eco-friendly method such as –bamboo pot, muddy pot etc.. Practice following initiatives are employed in the campus:

- (a) Using handmade pots, vassals... The college initiates to avoid plastic bottles and instead of it handmade bamboo pot, clay pot etc. are used.
- (b) Observing international plastic bag free day on 3rd July everyday aiming to eliminate the use of plastic college initiates to counsel the students and college staff for the bad impacts of plastic uses.
- (c) Eco-friendly atmosphere: To make students aware of demerits of plastic uses, the institution takes steps to counsel them.
- (d) Greenery campus: Besides banning plastic uses the college tries to make the campus greenery with plantation. Every year the college observes World Environment Day on 5th June and also takes steps to

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		<p>make the environment plastic free zone.</p> <p>Evidence of success: Plastic free and eco-friendly atmosphere has produced a number of positive outcomes to the college. One of the important outcome is that the college uses bamboo product pot, clay pot etc. Moreover the students and college community slowly and gradually avoid and reduce the use of plastics in their homes. Evidence of success is clear in the not using of plastic bottles. Earlier some of the students use others instead of plastics.</p> <p>Problems encountered- Best practices 2 :Human for human being. Title of the practice- Manuhe manuhar babe (Human for human being) The philosophy of the song 'Manuhe manuhar babe' by the great cultural icon Dr. Bhupen Hazarika is to think for human being by one human being. For this Melamora college initiates to help down-trodden people of the area, the students differently able persons. The institution has encouraged these people helping them financially. It tries to bring them forward in society from down trodden environment. Some other differently able persons are given chance to focus their hidden talent.</p>
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		<p>Context- To spread moral values towards the students and college community, the institution has worked for the moral values beyond self centred ideology. The college donated poor students who are unable to think for higher education. During natural calamity the institution comes near victimized people. Flood effected people are helped financially.</p> <p>The practice- Following initiatives are taken in the campus-</p> <p>(a) Helping record-holder students: Two students from the college created record in Marathon race. They also tried to climb Mount Everest peak. The institution helped them financially from the beginning.</p> <p>(b) For hidden talent the college has given the differently able person sing in cultural programmes and he was felicitated and helped financially.</p> <p>(c) Different helps : The poor students are helped and one badly injured student has been helped financially.</p> <p>Evidence of success Cut throat competition is going on over the globe day to day. Mrigen Robidas humanity ground the college supports them financially to climb 5000 feet of the Himalayan peak.</p>
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Rakhi Ray
HOD, Sociology

ACADEMIC AUDIT REPORT DEPARTMENT OF ECONOMICS

Academic Audit

Session: 2021-22

Name of the Department: Economics

Year of Establishment: 1987

Head of the Department: Mrs. Juri Baruah

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Co-ordinator
IQAC
Melamora College
Golaghat
27/11/2022
CGPA - 2.55

Metric No	Description	Response
	Total No. of Seats (GE)	30+30+30
	Total No. of Students at present	27
	No. of sanctioned faculty positions	03
	No. of filled up faculty against sanctioned posts	03
	No. of other faculty	NIL
1.1.1	The Institution ensures effective curriculum delivery through a well-planned and documented process: (Response-Yes/No)	
	a) Lesson plan is maintained by the teachers	Yes
	b) Course progress record is maintained by the teachers	Yes
	c) Course completed in stipulated time	Yes
	d) Feedback on teachers collected from the students	Yes
	e) Internal examination results are analyzed and necessary action taken	Yes
1.1.2	The institution adheres to the academic calendar including for the conduct of CIE (Response-Yes/No)	
	a) Academic calendar is maintained for teaching	Yes
	b) Academic calendar is maintained for CIE	Yes



1.2.2	Number of Add on/Certificate programs offered during: 2021-22	NIL
1.2.3	No. of students enrolled in certificate/ Add-on programs last year	NIL
1.3.1	Following issues are integrated to curriculum: (Response-Yes/ No) a) Professional Ethics b) Gender c) Human Values d) Environment and Sustainability	YES YES YES YES
1.3.2	No. of courses that include experiential learning through project work/field work/internship	01(Field Work)
1.3.3	No. of students undertaking project work/ field work/internships	13
2.2.1	Department assesses the learning levels of the students and organizes special Programs for advanced learners and slow learners	In order to assess the learning levels of the students admitted to Economics department, the teachers of the department make efforts to find out the potentialities and the competency of the students and attempts to initiate specific approaches with respect to slow and average learners. The teachers give special attention to these two groups with reference to their course materials given to them. Slow learners are given extra classes/ remedial classes so that they can understand the contents of the course without hesitating. Different types of methods are taken up to involve the students in the teaching- learning process. The teachers of the department identify the average and slow learners on the basis of their performance in sessional examinations, interactions etc. The course materials are also

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		given through Whatsapp group. The students are assigned to solve the university question papers of at least last 5-6 years examinations and then, the teachers discuss the question papers in extra classes. The shortcomings are pointed out. The students are also provided lists of reference books available in the departmental as well as the central library for enhancing of their knowledge level.
2.2.2	Student-Full time teacher ratio	17:1
2.3.1	Student centric methods, such as experiential learning, participative learning and problem- solving methodologies are used for enhancing learning experiences	<p>Experiential learning, participative learning and problem-solving methodologies are used by the faculty members of the Economics department of the institution to ensure enhanced learning experiences. For example:</p> <p>Experiential Learning:</p> <ol style="list-style-type: none">1.Field visit. <p>Participative Learning:</p> <ol style="list-style-type: none">1.Group Discussion2.Question answer method3.Seminar/workshop4.Field visit report preparation and to interact with the students about the experiences of field visit.


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		Problem Solving Methodologies: 1. Group Discussion
2.3.2	No. of Teachers use ICT enabled tools for effective teaching-learning process	All Teachers
2.3.3	Ratio of mentor to students for academic and other related issues	9:1
2.4.2	No. of Teachers with PhD	No
2.4.3	Average teaching experience of full-time teachers in the same institution	Mrs. Juri Baruah = 21 yrs. Mr. Romesh Bor = 19 yrs. Mr. Bhaskar Jyoti Nath = 21 yrs.
2.5.1	Mechanism of internal assessment is transparent and robust in terms of frequency and mode	The Economics department maintains full transparency in internal assessment and adopts specific procedures to enhance the quality of such assessment. The evaluation process has been determined by the university through the syllabus and course structure. 80% marks of each paper is at the disposal of the university and set in the end semester examination. The other 20% is allotted to the sessional part. Out of this 20%, 10 marks come from 1 st and 2 nd sessional test, 5 marks come from viva/ group discussion/ home assignment/seminar and remaining 5 marks from attendance. The evaluation guidelines is prescribed to the students at the beginning of the session. An examination in-charge is selected by the principal among the faculty members and he is given responsibility of conducting and completing the internal examinations. For each session, the exam in-charge is changed. The departments are entrusted the duty of preparing question papers and invigilators are appointed for the examination. Inter-

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		<p>departmental invigilators are appointed so that co-ordination between departments is maintained. The dates of internal examinations are notified in the notice board and through Whats app groups.</p> <p>Sessional tests are held on the topics taught in line with schedule specified in the Academic calendar of the institution.</p> <p>Attendance of students is strictly maintained by properly making in the class registers and proper weightage of attendance in internal assessment is ensured by submitting the attendance record in the university online portal. Marks of Sessional tests are displayed on the Notice board and answer scripts are handed over to the students so that they could look at the mistakes they made and look at the remarks written by the concerned teachers for further improvement. Notifications of the dates and the topics of departmental viva/seminar etc. are also notified in the notice board and through Whats app group.</p>
2.S.2	Mechanism to deal with internal examination related grievances is transparent, time -bound and efficient	<p>Our institution has always tried to evolve specific mechanism to deal with grievances that might arise out of the system of internal examination. The institution has examination committee and grievance redressed committee to look after such issues and the administration in consultation with the aforesaid committees makes sure that the exam-related grievances are dealt with in a transparent and efficient manner.</p>

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		<p>The university frames all the rules and regulations regarding the evaluation process in the meeting of "Board of Studies" and "Academic Council" and circulate the resolutions to all the affiliating colleges. The principal ensures that all the faculty members are aware of the evaluation process. The principal arranging a meeting, apprises the faculty members of the evaluation processes at the end of the examination. The institution has a system that the students can avail the RTI act in case of any examination related grievances with the help of the Principal and the RTI Cell of the college.</p> <p>In case of internal assessment, students are given full freedom to enquire about their marks if they are not satisfied with their marks. Moreover, answer scripts of the sessional examinations are handed over to the students so that they will be aware of their mistakes and score better marks in future.</p>
2.6.1	Teachers and students are aware of the stated Programmer and course outcomes of the Programmes offered by the institution	<p>Melamora college is affiliated to Dibrugarh University, Assam, and from 2019-20, Three-year degree course (Semester) has been transformed into Choice Based Credit System (CBCS) in the college along with other colleges under the university. The college offers Honors and General programs in Arts. The syllabus as well as the course structure is displayed in the website of the college for information to all and the same</p>

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		<p>is also made available for the students and teachers in the Department Profile of Economics.</p> <p>The teachers communicate with the students of the Department about the specific areas as to which they are going to obtain knowledge further. The program outcomes of the courses are made familiar to the students. They are also made familiar about the Course outcomes at the beginning of the classes. The students who are willing to admit to college as well as to the Economics department, can obtain information about the programme outcomes and course outcomes simply by visiting the HEI website. The results are also displayed in the Dibrugarh University website and they are subsequently displayed in the college website and notice board.</p>
2.6.2	Attainment of Programme outcomes and course outcomes are evaluated by the institution	<p>For assessment of Program outcomes and course outcomes the institution follows the curriculum of the Dibrugarh university as the institution is affiliated to this University. Performance of the students in the curriculum, co-curricular, extra-curricular activities organized by various departments, different committees help us in evaluation of the programme outcomes. Each course of the programmes is evaluated with the help of the internal assessment conducted by the department level and by way of external examination conducted by the university. The attainment of the program outcomes and results are evaluated on the basis</p>


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		of pass percentage of students. After announcement of the results, the head of the institution makes it a point to assess the results with the IQAC Coordinator, Vice-principal and Heads of the Departments. The internal assessment, i.e., sessional examinations, seminar, viva help to measure the level of attainment of course outcome. organized by the department help to measure the level of attainment of course outcome. The teachers of the department discusses with the students about their performance and shortcomings and encourages them to study well and betterment of their results of in the coming examinations of upcoming sessions.
2.6.3	Pass percentage of final year Students in the last year	100%
3.1.1	Grants received from Government and non-governmental agencies for research projects/endowments	NIL
3.1.2	No. of research projects funded by government and non-government agencies	NIL
3.1.3	Number of Seminars/conferences/workshops conducted	01
3.2.1	Number of papers published per teacher in the Journal notified on UGC website	NIL
3.2.2	Number of books and chapters in edited volumes / books published and papers published in national/international conference proceedings	NIL
3.3.1	No. of Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development	22
3.3.2	Number of awards and recognitions received for extension activities from government / government recognized bodies	NIL

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3.3.3	No. of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swacha Bharat, AIDS Awareness, Gender Issues etc. and/or those organized in collaboration with industry, community and NGOs.)	Total programme=05 1. Tobacco Free Programme 2. Jaljibon Mission 3. Cleanliness Programme 4. Legal Awareness Programme 5. Rashtriya Ekta Diwas
3.3.4	No. of students participating in extension activities at 3.3.3 above	All Student
3.4.1	No. of collaborations/ linkages for faculty exchange, Student exchange, Internship, Field trip, On-the-job training, research	02
3.4.2	Number of functional MoUs with national and international institutions, universities, industries, corporate houses, etc.	NIL
4.1.3	No. of classrooms and seminar halls with ICT-enabled facilities such as smart class, LMS, etc.	02
5.1.3	Capacity building and skill enhancement initiatives taken by the department include the following 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) 4. ICT/ computing skills A) All of the above B) 3 of the above C) 2 of the above D) 1 of the above E) None of the above	C
5.2.1	No. of placement of outgoing students	NIL
5.2.2	No. of students progressing to higher education	NIL

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5.2.3	No. of students qualifying in state/national/ international level examinations during the last five years (e. g: JAM /CLAT/GATE/GMAT/CAT/GRE/ TOEFL/Civil Services/ State Government examinations)	NIL
5.3.1	Number of awards/ medals for outstanding performance in sports/ cultural activities at university/ state/ national/ international level	NIL
5.3.3	No. of number of sports and cultural events/ competitions in which students of the Institution participated	03
6.3.3	No. of number of professional development/administrative training programs organized	NIL
6.3.4	No. of teachers undergoing online/face-to-face Faculty development Programmes (FDP)	Total= 04 Juri-Baruah=2, RomesBori=1, Bhaskar Jyoti Nath=1
7.3.1	Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual	1.Best Practice No: 1 Title of the practice--- Plastic -free campaign for eco-friendly atmosphere Objective of the Practice- Melamora college believes in clean, green and pollution free environment to provide an effective learning. Therefore, the college takes plastic free campaign in and around the campus. The institution has left no stone unturned to free the zone from plastic to provide enrichment to the mind, heart and soul of the students. The institution is located in a pollution and plastic free environment and it is for eco-friendly atmosphere. Melamora

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	<p>college is committed to plastic-free movement for in and around the campus so that eco-friendly atmosphere could be recognized by the students as well as college staff. It invests all efforts to make the college plastic free area and to maintain greenery environment. It also aims to reduce energy consumption, ensure standard air quality and energy efficiency on campus.</p> <p>The context—The globe witnesses an unprecedented catastrophe due to too much plastic using by human beings to the eco-system. The college needs a robust mechanism to make the college community aware of the demerits of plastic uses and its bad impact in the environment. A pollution free environment is a catalyst of effective learning and it provides a good learning environment. The college, therefore, decides to educate and make aware of the students on the issues of demerits of plastic uses and the concept of eco-friendly atmosphere. The institution also decides to work in the areas of plantation, plastic-free and eco-friendly environment. The institution also takes steps to motivate the students and the employees regarding the use of eco-friendly method such as-bamboo pot, muddy pot etc.</p> <p>Practice Following initiatives are employed in the campus—</p>
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	<p>[a]Using handmade pots, vessels, etc. The college initiates to avoid plastic bottles and instead of it handmade bamboo pot, clay pot etc. are used.</p> <p>[b]Observing international plastic bag free day on 3rd July every year aiming to eliminate the use of plastic the college initiates to counsel the students and college staff for the bad impact of plastic uses.</p> <p>[c]Eco-friendly atmosphere: To make students aware of de-merits of plastic uses, the institution takes steps to counsel them.</p> <p>[d]Greenery campus -Besides banning plastic uses the college tries to make the campus greenery with plantation. Every year the college observes world Environmental day on 5th June and also takes steps to make the environment plastic free zone.</p> <p>Evidence of success-</p> <p>Plastic free and eco-friendly atmosphere has produced a number of positive outcomes to the college. One of the important outcome is that the college uses bamboo product pot, clay pot etc. Moreover, the students and college community slowly and gradually avoid and reduce the use of plastic-made things in and around the campus. The effect is wide spread and some of the students and college -community reduce the use of plastics in their homes. Evidence of success is clear in not using of plastic bottles. Earlier some of the students use plastic water bottles but at present they totally use others instead of plastics.</p>
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	<p>Best practice 2</p> <p>Human for human being</p> <p>Title of the practice: -"Manuhe manuhar babe" [Human for human being] The philosophy of the song 'Manuhe Manuhar Babe' by the great cultural icon Dr. Bhupen Hazarika is to think for human being by one human being. For this, Melamora college initiates to help down-trodden people of the area, the students, differently abled persons. The institution has encouraged these people helping them financially. It tries to bring them forward in society from down trodden environment. Some other differently abled persons are given chance to focus their hidden talent.</p> <p>Context-</p> <p>To spread moral values towards the students and college community, the institution has worked for the moral values beyond self-centered ideology. The college donated those poor students who are unable to think for higher education. During natural calamity the institution comes near victimized people. Flood affected people are helped financially.</p> <p>The practice—Following initiatives are taken in the campus---</p> <p>[a]Helping Record-holder students-Two students from the college created record in Marathon race. They also tried to climb Mount Everest Peak. The institution helped them financially from the beginning.</p>
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	<p>[b]For hidden talent the college has given the differently abled person to sing in cultural programmes and he was felicitated and helped financially.</p> <p>[c]Different helps- The poor students are helped and one badly injured student has been helped financially.</p> <p>Evidence of success:</p> <p>Cut -throat competition is going on over the globe day-to-day. Mrigen Robidas, on humanity ground, the college supports him financially to climb 5000 feet of the Himalayan peak.</p>
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Signature of HOD

(Mrs. Juri Baruah)

Economics Department

Melamora College, Golaghat

Assam

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ACTION TAKEN REPORT FEEDBACK ANALYSIS

ACTION TAKEN REPORT

FEEDBACK ANALYSIS

Session- 2021-22

**MELAMORA COLLEGE, MELAMORA, GOLAGHAT,
ASSAM**

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Melamora College
Melamora, Golaghat



INTRODUCTION

To create a quality culture in an institution, the stakeholder's feedback plays an important role. Their observations from time to time and their constructive feedback in the overall development of an institution help in improving the drawbacks lying leading the institution to achieve its goal.

The stakeholders are involved in this exercise either directly or indirectly. The students, teachers, parents, alumni, and employers all pay a role in guiding the institution.

Students remain the foremost stakeholders of an institution and as they are directly involved to the institution their feedback are invaluable. **Teachers** who are connected in the entire process of curriculum delivery also remain another significant stakeholder of an institution alongside the students to guide the institution for its holistic development keeping ahead the students' welfare. The observation and suggestion of the **Alumni** of a college is indispensable to any institution as it can better reflect the overall performance and development of an institution from their perspective as a part of it once. The views and opinions of parents are equally indispensable as stakeholders who serve as another major driving force of an institution.

Considering the significance of the views and opinions of all these stakeholders, the college initiated the process of taking feedback both formally and informally from time to time and the feedback were forwarded to the higher authority of the college for actions to be taken. The questions were basically designed with yes/No pattern and seeking suggestions in the last 1 or 2 questions depending upon the questionnaire of the stakeholder.

The responses were then analyzed and actions were taken accordingly.

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ACTION TAKEN REPORT ON THE FEEDBACK REPORT OF STUDENTS

ACTION TAKEN ON THE FEEDBACK REPORT OF STUDENTS

SL NO	FEEDBACK REPORT	ACTION TAKEN
1	Introduce more Skill-based Courses for Employability	Proposal has been sent to the G.B.
2	Suggestions for introduction of vocational Programmes	Under consideration.
3	To use more developed ICT for Curriculum delivery	Smart boards, projectors installed in classrooms. Wi-Fi facility has been provided.
4	The curriculum should be designed to overcome both academic and competitive examinations.	Feedback report forwarded to the G.B. for action to be taken.
5	The design of the syllabus should cater to the present -day context.	Feedback report forwarded to the G.B. for action to be taken.
6	Demand for Boys' hostel and increase in the accommodation for girls.	Boy's hostel facility is made with 20 intake capacity.
7	Suggestions received for additional books/journals/references in the library for the course and competitive examinations.	Additional reference books for all the department have provided.
8	E-learning facilities should be available in the college library.	Library has provided facilities like computers automation, N-list for online E-resources.
9	The space for the reading room in the library should be increased.	Separate reading rooms provided for reference section and periodical section.
10	The curriculum should have more elective subjects scope of practical training/internship for all existing subjects should be more application based.	Practical equipments have been purchased.
11	Suggestions received to introduce sports as a separate subject.	Preparation of action plane under process.
12	The curriculum should be more student-centric than subject-centric.	Special focus has been emphasized on student centric methods.
13	Provide clean drinking water.	Facilities provided.

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ACTION TAKEN ON THE FEEDBACK REPORT OF ALUMNI

ACTION TAKEN ON THE FEEDBACK REPORT OF ALUMNI

SL NO	FEEDBACK REPORT	ACTION TAKEN
1	The course content of the syllabus should have relevance in the present-day context with new an innovative approaches, new courses and papers.	Different courses have been offering under CBCS to cope with the present day context.
2	Introduce more skill-based certificate courses to help them in their practical life.	Skill based courses have been offering like Library and Information science, Tourism and Travel.
3	Facilitate courses like SSC coaching, IAS coaching and personality development course.	The college has initiated the process through coaching classes and workshop with the help of resource persons and teaching faculty from the institution.
4	Developed Technology in the Library.	Available facility a) Barcode Scanner.
5	Suggestions for UG programme	KKH programme Proposal has been taken.
6	Introduce self-finance and elective subjects related to cultural aspects like music and drama.	Proposal preparing.
7	Introduce vocational education/ job-oriented courses	Proposal preparing.

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ACTION TAKEN ON THE FEEDBACK REPORT OF THE TEACHERS

ACTION TAKEN ON THE FEEDBACK REPORT OF TEACHERS

Sl. NO	FEEDBACK REPORT	ACTION TAKEN
1	Syllabus should be designed inculcate ethical and human values, practical based courses, psychology to be introduce in the curriculum as a part of the subject of education.	Feedback report is preparing to forwarded to the affiliating university.
2	Introduce Skill-based programme	Preparation of action plane under process.
3	Suggestions to introduce psychology and home science .	Preparation of action plane under process.
4	Introduce PG and B.ED programme	Proposal preparation.
5	Suggestions for more employability-based courses and progmmes.	Preparation of action plane under process.
6	Suggestions to introduce new courses like Film appreciation, cultural studies, Literature of the Third World and Archeological study as a part of the course content.	Preparation of action plane under process.
7	Introduce new programmes like Mass Communication & Journalism, Health Economics, Industrial Economics. Conflict Resolution, Gender Studies, Local/ Rural Administration.	Preparation of action plane under process.
8	Introduce diploma course in various Disciplines	Preparation of action plane under process.
9	Suggestions for more books and journals and more E-learning facilities to be made available in the library.	(a) Textbooks on curriculum and Reference books made available. (b) High speed internet facilities made available.

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REPORT ON ACADEMIC AND ADMINISTRATIVE AUDIT

REPORT ON ACADEMIC AND ADMINISTRATIVE AUDIT
MELAMORA COLLEGE, MELAMORA, GOLAGHAT, ASSAM
SESSION- 2021-22
DATE- 02/11/2022

The Academic and Administrative Audit programme was successfully organized by the IQAC of Melamora college on 02/11/2022 at 1P.M in the Smart classroom. The vice principal, Mrs Juri Baruah delivered the inaugural speech. The appointed auditor, Dr. Amiya Kumar Das verified the audit reports submitted by the HODs of various Departments. After verifying the Departmental reports, the Auditor delivered the final academic audit report for the Academic session-2021-22 in the hands of the coordinator of IQAC.




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ACADEMIC AUDIT

Academic Audit
Melamora College
Melamora, Golaghat, Assam 781012
For the session 2021-22

Date: 02/11/2022

1. Introduction and Felicitation.
2. IQAC Presentation
3. Academic Audit
4. Vote of Thanks.

Signature:

1. Anisfa K. Barua
2. Anisfa K. Barua
3. Parva Saikia
4. Jui Ramch.
5. Mohendra Nath
6. Surlabhi Bari
7. Geetangali Saikia
8. Biswajit Barua
9. Ananta Kr. Borah
10. Kristina Boruah
11. Ita Bora
12. Mrs. Geetali Bari
13. Kripalekha Kalita
14. Dipti Saikia
15. Anjumanoni Nath
16. Deep Purya Saikia
17. Jyoti Nath

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17. Rakhi Bora,
19. Aparna Hazarika,
20. Protim Saikia
21. Bhawan Singh Nait
22. Swapnali Borah
23. Nilali Borah
24. Archana Bora.
25. Ajit Bori
26. Dibakar Barman
27. Romesh Bori
28. epar

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