



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

MELAMORA COLLEGE

MELAMORA COLLEGE, P.O. MELAMORA, DIST. GOLAGHAT
785702

www.melamoracollege.com

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

February 2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Melamora College is a pioneer co-educational institution of higher education located in a rural environment surrounded by tea garden community. Melamora College was established in 1987 representing the mass populated rural area of greater Melamora of Golaghat, Assam. It is located at a distance of 15 k.m away from Golaghat town, 11 k.m away from N.H 37 and 25 k.m away from Dergaon town. The people of Melamora and its adjoining area with great enthusiasm and co-operation resolved to establish an institution of Higher Education at Melamora under the leadership of Late Gangadhar Saikia. The land for the College was donated by an Agarwal family known as Bhimraj-Debraj Agarwal family. The College was started at “Bhimraj-Debraj Nityamancha” and later it was shifted to its own building. The College received permission affiliation from Dibrugarh University w.e.f 31/12/1998. The College has been offering B.A. Major and Non Major programmes in Arts stream. After a long year of persistent effort and sacrifice of a group of well-wishers and dedicated teachers, non-teaching staff the College was provincialised on 14-08-2013. The College received UGC 2F recognition on 20th September 2012 under UGC ACT 1956. 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 under graduate level. The College is always thankful to Late Kiron Ch. Bora, Mr Romesh Saikia and all the well-wishers of this locality and the President of the Governing Body including members of this College.

We the College authority always tries to develop the College in all sides with the help of the locality.

Vision

- To bring an overall improvement in the society by imparting quality higher education (value based and skill based education).
- To make our students responsible, knowledgeable and competent citizens of society.

Mission

Melamora College was established with a mission to impart quality higher education for all sections of society especially to the socially, economically and educationally disadvantaged students of rural areas and TGL (Tea Garden Labours) communities. We aspire to equip students for life, making them not only competent job seekers but also to be self-employed socially committed citizens well equipped with a sense of tolerance and justice by making them aware of their rights and duties for the betterment of the society.

- To create an academic environment for promotion of quality education.
- To arrange for periodic assessment of students progression and development.
- To promote quality research and innovative practices.
- To work together with the other stakeholders for quality evaluation, promotion and sustenance.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Dedicated and enthusiastic faculty and staff.
- Upholding rural values and traditions.
- Freeship 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/E-Journal
- Special attention to slow and advanced learners.
- Believes in simple living and high thinking.
- Facilities for co-curricular activities.
- Well stocked library.
- Performance of students in academic achievement.
- Extension activities.
- External audit.

Institutional Weakness

- Remote area. Transportation and communication barriers.
- Most of the students come with poor academic background.
- More than 2/3 of the students are first generation learners.
- Weak economic background of the students.
- No Girls' hostel.
- Drop out due to adverse socio-economic condition of the students.
- Lack of industries in nearby area for collaboration.
- Financial constricts. Rely on Government grants only.

Institutional Opportunity

- To complete the NAAC process effectively.
- To enhance the employability of the students.
- To make the College as one of the best Arts College.
- To start new vocational courses.
- To develop soft skill and interpersonal competency of the students.

Institutional Challenge

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

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

As an affiliated College, at present the College is running CBCS system in Semester mode. The curriculum of UG program under this system comprises both Major and Non-Major Subjects. There are a few common papers for all such as Environmental Studies paper, Multidisciplinary paper, Language paper, Communicative Skill paper. The Non-Major students of B.A. 5th & 6th Semester have to take Skill Based course out of courses approved by the affiliating University. The curriculum of UG program under CBCS system comprises of Major Courses in seven subjects. Besides the Major subjects, the students have to take Ability Enhancement Compulsory Courses and Generic Elective Subjects. The students have also been given flexibility to opt for the Skill Enhancement Courses from ample of subjects. The College has introduced four Add-on courses to enhance the skills of the students so that they can be able face the hard realities of life. The feedback from stakeholders also plays vital role in the introduction of any new courses. Most of curriculum followed is primarily prepared and organized by the respective Affiliating University.

Teaching-learning and Evaluation

The teaching-learning process is student-centric, more interactive and students are given opportunity to participate in the class. There is a provision of educational tours, use of library and e-resources to encourage them. There is a well-equipped central library with sufficient stock of books and ICT is encouraged by the way of providing free internet through Wi-Fi. LCD projectors, smart class are provided for effective teaching. The College faculty adopts some innovative teaching approaches like interdisciplinary lectures, interactive session, extempore speeches on syllabi related topic etc. The examination schedule is fixed by the parent University. The College plans and conducts Sessional examination in every semester through the academic Committee. All internal examinations are conducted by the internal examination board headed by the Vice-Principal with the approval of the Principal. Besides, various departments conduct unit test and class test for continuous evaluation. The faculties participate in the evaluation process of the affiliating University. The project reports and reports of Environmental studies and skill based course are done by concerned deputed teachers.

Research, Innovations and Extension

In matters of getting research grants and projects, the College is lagging far behind. However, in the extension aspect, the College has conducted seminars, workshops, capacity building program etc. The faculties of the institution have published a number of research papers, books, chapters etc. One faculty is perusing research project. The College has carried out a good number of extension and outreach programmes at the initiative of IQAC, Women Cell, Skill Enhancement Cell etc. The participation of students in such programmes and activities is quite remarkable and encouraging. Further, the College has few collaboration and functional MOUs with nearby institutions.

Infrastructure and Learning Resources

The College has satisfactory infrastructure to make teaching-learning process effective. Spread over an area of 10 Bighas of land, the College is functioning with the grants and from Govt. of Assam,

local donor's contribution and to some extent by its own resources. The class rooms of the College are spacious with facilities like electricity, black boards, smart class room interactive panels (HD) Projector system with adequate number of desks and benches. The entire College campus including class rooms under the surveillance of CCTV cameras. The College has Wi-Fi facilities for virtual connectivity. The institution has a central library with large no of books, computers, photocopy facility spacious reading hall, server and digital operating system. The College has a well-equipped auditorium cum seminar hall, which is used for various academic cultural and social programs. Apart from this, the College has NSS unit, one Boys' Hostel, playground, open stage and other facilities.

Student Support and Progression

Student related information are provided through the College website, Notice board and other social media sites of the College. The College relies on SMS and WhatsApp to disseminate information. The College provides freeship and all sorts of Govt. scholarship to the deserving students. The College has number of Cells and Committee like Skill Enhancement Cell, Career Counseling and Guidance Cell etc. to promote the students for competitive examinations. The grievance redressal Cell takes grievance and prompts steps to solve grievances. The placement of outgoing students and progression to higher education of our students are satisfactory. A few number students have participated in sports and cultural events during the assessment period. Besides, providing financial assistance to the needy students, the College extends support to the students. This in turn helps in promoting a competitive mindset among the students.

Governance, Leadership and Management

In order to materialize the vision and mission of the College, decentralization of powers and functions are emphasized. The HoDs, the co-ordinator, conveners of different cells and committees are instrumental force in formulating and implementing policies. This practice is visible in College administration. The perspective plan of the College has been prepared considering it's shorts and long term goals. The College encourages its staff and faculties to participate in seminars, workshop ,FDP, refresher course, FIP etc. constantly. The College has introduced e-governance in areas like administration and examination. The College has a transparent financial management. The Principal and Vice-Principal serve as the rules set by the financial rules of the Govt. of

Assam and UGC.

Institutional Values and Best Practices

The College organizes a number of gender equity and sensitization programmes every year to overcome gender discrimination. Safety and security measures are implemented. Anti-Sexual Harassment Cell has been working for promoting sex neutral environment. The institution has an eco-friendly campus landscaping with trees and plants. It also tries to make it a plastic free campus. It has a prescribed Code of conduct for all stakeholders. So far as the execution of it, there is a Code of conduct Committee to monitor it. To inculcate value and sense of nationalism in the minds of young students, the institution celebrates national festivals every year. It undertakes different initiatives to sensitize student to the constitutional obligation & to enable them to behave as a responsible citizen. Observation of Independence Day, Constitution Day and Voter's Day are some of the initiatives in this regard. The institution promotes many practices to achieve its mission of quality education. Among these practices, two best practices are-

- Human for Human being.
- Plastic free campaign for eco-friendly atmosphere.

The institution is distinct in its initiative to bring the girls students to the mainstream of Higher Education.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	MELAMORA COLLEGE
Address	Melamora College, P.O. Melamora, Dist. Golaghat
City	Golaghat
State	Assam
Pin	785702
Website	www.melamoracollege.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Sanjib Kumar Boruah	03774-291628	8638906075	-	sanjibbaruah6107@gmail.com
IQAC / CIQA coordinator	Luhit Nath	-	9954262297	-	luhitnath@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document
Assam	Dibrugarh University	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	20-09-2012	View Document
12B of UGC		

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Melamora College, P.O. Melamora, Dist. Golaghat	Rural	0.495867	3080.23

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,English	36	H.S. Passed	English	30	4
UG	BA,Mil Assamese	36	H.S. Passed	Assamese	50	19
UG	BA,Political Science	36	H.S. Passed	English,Assamese	50	42
UG	BA,Education	36	H.S. Passed	English,Assamese	50	6
UG	BA,History	36	H.S. Passed	English,Assamese	50	15
UG	BA,Economics	36	H.S. Passed	English,Assamese	20	1
UG	BA,Sociology	36	H.S. Passed	English,Assamese	30	14
UG	BA,Philosophy	36	H.S. Passed	English,Assamese	20	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				20			
Recruited	0	0	0	0	0	0	0	0	10	10	0	20
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				4			
Recruited	0	0	0	0	0	0	0	0	0	4	0	4
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				13
Recruited	8	5	0	13
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	3	0	3
PG	0	0	0	0	0	0	10	11	0	21
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

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

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	0

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	135	0	0	0	135
	Female	112	0	0	0	112
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	1	5
	Female	0	0	5	4
	Others	0	0	0	0
ST	Male	7	0	1	0
	Female	10	0	1	0
	Others	0	0	0	0
OBC	Male	3	2	24	15
	Female	3	1	22	29
	Others	0	0	0	0
General	Male	74	58	40	32
	Female	106	48	27	32
	Others	0	0	0	0
Others	Male	0	0	3	0
	Female	0	0	1	0
	Others	0	0	0	0
Total		203	109	125	117

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>The institution has a clear vision to transform itself into a holistic multidisciplinary institution as guided by the affiliating University i.e. Dibrugarh University, Assam. The institution has been already following CBCS system under Dibrugarh University. Along with the CBCS curriculum, the institution is planning to conduct some project works on community-based Education, Environmental Education and Value-based education to impart knowledge about the said issues. As per plan for following a multidisciplinary flexible curriculum, the institution is ready to go forward in accordance with University guideline. In the context of multidisciplinary/interdisciplinary curriculum no</p>
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	<p>such remarkable efforts have been initiated so far. However, we have a clear vision to initiate some projects on educational issues by some departments throughout the year. It is worth mentioning that we have skill based students and there is enormous possibility to undertake a handful of projects on Medicinal plant gardening. Short term courses on Eco-tourism can be introduced in near future. The institution has a plan to constitute a committee to engage itself in more multidisciplinary initiatives to find solutions to the challenging and pressing issue of the society.</p>
<p>2. Academic bank of credits (ABC):</p>	<p>Being an affiliated College under Dibrugarh University, Melamora College follows the rules and regulations framed by the affiliating University from time to time. As such, the College has neither registered at NAD nor at Academic bank credits (ABC). However, the College appreciates and welcomes the concept of the ABC and wishes to adopt the same in coming years as per NEP 2020 whenever adopted by the affiliating University in the forthcoming sessions. Till then, the College has motivated its benefits of credit transfer under present CBCS system. Students to register themselves at ABC so that they can avail the benefits of credit transfer under the present CBCS system.</p>
<p>3. Skill development:</p>	<p>The College has introduced four numbers of Add-on courses i.e. Spoken English, Yoga and Meditation, Tourism in North East India and Human Right in India for skill development of the students. Moreover, skill enhancement courses like Library and information science, Travel and Tourism, Communicative English, Communicative Assamese have been offering for skill-enhancement, employability to create 'Atmanirbhar citizens'. The institution recognizes the importance of vocational and career oriented education for the self-employment of the student. Introduction of vocational courses are included in College perspective plan as short term goal of the institution.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>The curricular in the CBCS syllabus incorporates papers on Ancient and Modern Indian Political Thought, Indian Classical Literature and Modern Indian Literature, Indian Philosophy etc. to instill a sense of rootedness and pride among the students regarding rich traditions of Indian knowledge system.</p>

	The use of Assamese language as a major mode of communication in the classroom except English enables the native learners to understand the topics clearly. In the Social Science subjects, Assamese is a medium of instruction in the examinations. The College conducts workshops, Add-on course and Yoga programmes.
5. Focus on Outcome based education (OBE):	After attaining autonomy, curriculum will be redesigned with greater emphasis on Outcome Based education (OBE). Introduction of additional vocational course in each semester with focus on OBE is planned. Workshops and faculty Development programs on development of materials for OBE will be conducted. Regular assessment of the course-based students' feedback will be institutionalized.
6. Distance education/online education:	The College will start two centres for distance education Krishna Kanta Handique State Open University (KKHSOU) which operates the undergraduate course and the Dibrugarh University Open Learning (DDOL) Centre for postgraduate courses in near future.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	1. Electoral Literacy Club has been set up in the College to provide a clear cut vision about electoral participation and a sense of democratic attribute among young generation. It's a platform to engage the College students through interesting activities and hands on experience to sensitize with their electoral rights.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	The Principal cum secretary of the College Governing Body has duly appointed President and Secretary of existing Student's Union Body as student's co-ordinator with Mr. Biswajit Bora, Assistant Professor as faculty co-ordinator. Current year enrolled students are appointed as members of the Electoral Literacy Club to make it truly representative in character.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral	The Electoral Literacy Club of Melamora College observed National Voter's Day on 25th of January, 2021 in the College premises. The participation of

<p>processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.</p>	<p>students in this programme was quite encouraging. Voter registration forms are distributed among the students whose names are still to be included in voter's list. The club aims to organize awareness programme regarding electoral procedures and promotion of ethical voting in nearby villages particularly targeting under privileged sections of local society.</p>
<p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<p>The Electoral Literacy Club of Melamora College is planning to take initiative which will include electoral related issues particularly minor research projects, surveys, awareness drives and campaign to uplift democratic values and participation in electoral process. It will take initiatives to develop a sense among citizens that 'Every Vote Counts' and 'No vote to be left behind'.</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<p>The Electoral Literacy Club of Melamora College has taken action to institutionalize mechanisms to register eligible students as voters. It provides online voter registration portal in its website and circulated voter registration forms issued by the District Election cell of Golaghat, Assam among the eligible students.</p>

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
274	294	353	522	529

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2 Teachers

2.1

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

Response: 25

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.2

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

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

3 Institution

3.1

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

2021-22	2020-21	2019-20	2018-19	2017-18
13.43	8.94	14.43	26.30	30.35

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Melamora College is affiliated to Dibrugarh University and the entire course curriculum for degree programme is designed by the University. The planning and documentation is done accordingly.

Prospectus: Melamora College prepares its prospectus. All the information related to curriculum delivery is included in this prospectus.

Academic Calendar: Melamora College prepares and follows an Academic Calendar based on the Dibrugarh University Academic Calendar. All the important dates related to curriculum delivery, admission, Sessional examination, field tour, seminar, group discussion, examination form fill up, final examination, IA marks notification, result declaration etc. are included in the Academic Calendar. It includes major programmes and activities to be organized by the College.

Class Routine: The Academic Council prepares the central class routines considering the syllabus. The departments prepare the Departmental Class Routines and allot classes to the teachers based on the central routine. During the lockdown period, a flexible routine was followed so that students can attend the online classes conveniently.

Orientation: The College organizes orientation programme for the students. The Principal, Vice Principal, IQAC Co-ordinator and HoDs of the departments and teachers oriented the students about the course, syllabus, different facilities in the College and rules and regulations.

Teaching Plan: Departments prepares semester wise teaching plans for the courses. HoDs monitor the implementation of these.

Online Classes: To ensure effective curriculum delivery during the lockdown period, or during restrictions for physical classes, notified for online classes. Teachers also used free versions of online conference platforms like Zoom, Whatsapp etc. Online class practices are continued even after lockdown period, to complete the courses on time.

Tutorial and Remedial Classes: College ensures effective delivery of curriculum by conducting Tutorial and Remedial classes.

Assessment and Result: The Examination Committee plans and conducts the Sessional and End semester examinations of the Dibrugarh University. The end semester examination results are declared by the University.

Feedback: College takes and analyses feedback from the stakeholders.

Being an affiliated College to the Dibrugarh University, Melamora College follows the Academic Calendar developed and issued by the University before the initiation of each academic year. However, College includes important days and events particular to the College in its Academic Calendar. The Academic Calendar clearly indicates the schedule for teaching learning exercise includes holiday lists and schedules of various College events. Dates related to Internal Examination and Semester End Examination, dates related to Seminar, Group Discussion and Field Visits etc. are included in the Academic Calendar

The Continuous Internal Evaluation (CIE) is conducted basically in the following ways

2 Sessional examinations in each semester -total 10 marks.

Home Assignments, Seminars, Group discussions, field study etc. -5 marks.

Attendance- 5 marks.

Details of Sessional examinations are included in academic calendar. Such measures help the students to know in advance all the components of Internal Evaluation & time of holding it. The College maintains detail record of attendance of all students. Any student whose attendance is less than the rate fixed by the affiliating University is debarred from appearing in end semester exam. There is a mechanism to solve grievance relating to internal evaluation. Any student who is not satisfied with the evaluation may approach the appropriate authority to solve his/her grievance. There is a time line to solve evaluation related grievances.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years

Response: 4

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years

Response: 3.19

1.2.2.1 Number of students enrolled in subject related Certificate/ Add-on/Value added programs

year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
63	0	0	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment**1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum****Response:**

The institution integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional ethics into the Curriculum as per the Syllabus laid down by the University (Dibrugarh University) which the institution is affiliated to.

The College integrates the crosscutting issues through the following ways:

Awareness programmes.

Orientation programmes.

Observing important days.

Field trips.

Educational tours.

Adopting gender sensitization programme.

Uploading Code of professional Ethics in Institutional Website.

Publishing Hand Book of Code of Professional Ethics.

The syllabus of different programmes offered at Melamora College deals in cross cutting issues.

Syllabus of Political Science covers issues like Feminism, Human Rights, Democracy, Good Governance, Environment, Equality, Freedom, Justice, Multiculturalism, Citizenship, Global Social Movements, Decentralization, People's Participation, Leadership etc. Syllabus of History covers issues related to

Gender, Environment and Ecology etc. Syllabus of Assamese includes topics related to culture and values in the society. Syllabus of English covers crosscutting issues like Feminism, Culture etc. Syllabus of Education department includes issues like Feminism, Gender, Women Education, Environmental, Human Values, Leadership, Peace, Human Rights, Ancient Knowledge etc. Syllabus of Economics covers issues like Environment and Ecology, Sustainability etc. Syllabus of Sociology covers Gender issues. Syllabus of Philosophy covers Human values and Ethics. There are specific papers on Gender issues offered by the Political Science and the Education department. Environment is a compulsory course for BA. Syllabuses of Political Science, English, Assamese and Library & information Science cover Professional Ethics.

Add-on course on Human Rights in India also covers cross cutting issues.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

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

Response: 72.63

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

Response: 199

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

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

Response: Yes

File Description	Document
Upload supporting document	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 50.53

2.1.1.1 Number of students admitted year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
117	125	109	203	204

2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
300	300	300	300	300

File Description

Document

Upload supporting document

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Institutional data in the prescribed format

[View Document](#)

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

Response: 19.62

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

2021-22	2020-21	2019-20	2018-19	2017-18
53	58	3	23	19

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

2021-22	2020-21	2019-20	2018-19	2017-18
159	159	159	159	159

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.2 Student Teacher Ratio

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

Response: 13.05

2.3 Teaching- Learning Process

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

Response:

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

The College provides teaching methodologies which focuses on imparting education through a student centric approach. The aim of this approach is to make student active learners instead of passive recipients and to boost their confidence level. Teachers allow students to directly involve in class activities so that they can absorb and grasp information at their own pace.

Course objectives and programme outcomes are clearly defined in syllabus for giving opportunity of self-evaluation and to understand the primary focus of the course.

Teachers make classes as interesting as possible and encourage innovative thoughts and novel interpretation. Smart classroom, Google meet, seminar, workshop etc. are some of the means utilized by the departments to provide experiential and participative learning. Written assignments are required to be submitted by the students for enhancing self-confidence and writing skill. Moreover, these methods help students to overcome the stage of fear and develop oratory power. The project and field work help students to acquire experiential learning and problem solving abilities. Discussion and debates, quizzes etc. help students to acquire problem solving ability. Generic Elective and skill Enhancement courses offered to prepare the students for life. Opportunities are given to form Students union and participation in decision making process. They are also encouraged to participate in the different social issues and problems of neighboring communities. Some other student centric methods are as follows-

Seminar presentation, assignments, essay competition, field study, educational tour, practical work of education department, personal counseling, organization of sports, culture etc., extension activities, yoga training, departmental activities, mentoring students etc.

Teachers use ICT enable tools for effective teaching-learning process.

Use of ICT tools in teaching-learning process is a demand of the situation. As a consequence, teachers are combining technology with traditional mode of instruction to engage students in long term learning. The teachers of Melamora College use online educational resources, social networking sites, blended learning platform like Google classroom to effectively deliver teaching and provide enhanced learning experience to the students. Teachers prepare modules on important topics which are produced and reproduced and make available to the students for the creation of a student centric approach. You tube, Emails, WhatsApp group, Zoom, Google meet etc. are used to communicate and provide online learning materials to the students. Student can download their syllabus and CBCS course structure from the College website. WI FI facility, smart classroom, projector is available in the College premises. Every teacher is necessarily uploaded their ICT classes in the College website. During pandemic situation, online video conferencing through Google Meet, Zoom App etc. were used for teaching. Through WhatsApp groups, course materials has been provided. The evaluation process was also done through these tools.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

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

Response: 84.68

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

2021-22	2020-21	2019-20	2018-19	2017-18
24	25	25	25	25

File Description	Document
Upload supporting document	View Document

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

Response: 90.48

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

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

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.5 Evaluation Process and Reforms

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

Response:

Melamora College follows the rules and regulations laid down by Dibrugarh University for internal and external (End semester) assessment. 20 marks in each paper taught by the College are earmarked for internal assessment score. This 20 mark is divided as follows-

10 marks- For two Sessional examinations, 5 marks for Home Assignment, Group Discussion, seminar, Field study. 5 marks for Attendance.

The Sessional examinations are conducted either by the internal Exam. Committee or by the concerned Departments. Dates of the Sessional Examinations are fixed in compliance with the Academic Calendar of the University. The setting of question paper, invigilation duty and evaluation of answer scripts for each paper are done by the concerned teacher(s) as a part of their normal duty. The notices of the Sessional Examination are displayed in the Notice Boards, Website and shared in instant messaging groups well in advance for the information of the students. The examinations are conducted in hall with strict compliance to the rules and regulations of the University. A student who has less than 80% attendance in average is not to be permitted to sit for the End (external) semester examinations.

Mechanism of External Assessment:

External assessment or End Semester Examinations are conducted as per the schedule prepared by Dibrugarh University. Examination schedules are published in advance and as per the Academic Calendar. Practical Examinations for Education Department are held by the College and notices for external examinations with practical examinations are issued well in advance.

The Principal acts as the Officer in-Charge for external examination. Vice Principal is assigned as the Assistant Officer in-charge. One faculty for each semester with non-teaching staff is assigned as Examination In-charge. The faculties are appointed as invigilators for the examinations.

The faculties of the institution also participate in the evaluation system of the affiliating University as examiners.

Grievance redressal system for Internal Assessment:

The Departments of the College maintains a thoroughly transparent mechanism during the evaluation process for internal assessment.

However, if any student in any capacity is not satisfied the way the examination was conducted, the answer scripts were evaluated, or the scores were assigned, he/she may contact the faculty concerned for that particular examination. If the faculty believes that the grievance expressed by the student is legitimate, then it is rectified immediately. If the grievance is of complex nature or cannot be resolved immediately, then it is deferred to the Head of the concerned Department. If the Head is unable to resolve it, then it is forwarded to the Principal. The decision of the Principal in terms of the grievance is final and binding.

Grievance redressal system for external assessment:

There is no re-evaluation system for external or end semester examination. However, a student can appeal for re-scrutiny after taking due approval from the Principal.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6 Student Performance and Learning Outcomes

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

Response:

Melamora College follows a systematic method to develop POs and COs so that it can achieve a coherent teaching learning environment. The Programme Outcomes and the Programme Specific Outcomes of the College are developed by Internal Quality Assurance Cell in consultation with the academic Vice Principal and HODs of different departments. These outcomes are regularly revised to cope with the changing needs of employment opportunities and real-life scenarios. The Programme Outcomes and Programme Specific Outcomes are displayed at the College website for the students.

The Course Outcomes are formulated by the respective Departments in alignment with the Programme Outcomes and Programme Specific Outcomes, while catering to the specific needs of the Department

concerned. The Course Outcomes are displayed at the College website for the students. In addition, these are also communicated to the teachers and the students at the beginning of every academic session during the orientation programmes.

Melamora College adopts some suitable methods to assess the attainment of Programme Outcomes and Course Outcomes.

Through Interaction: - The range of interaction and communication as expressed by a student allow teachers to measure whether they have benefited from learning environment or not.

Performance of the students in Internal Assessment: - This consists of standardized written tests, as well as more flexible evaluative tools such as Seminars and Groups Discussions. This allows assessing groups of students with diverse aptitude, learning pace and needs.

Performance of the student in End-Semester examinations: -

This popular method is used by all the teachers for a quantitative and objective evaluation of the attainment.

In addition to the curriculum, the College also focuses on the achievements of students in extracurricular activities or other activities beyond the purview of their prescribed curriculum.

The number of students who has progressed to higher studies also reflects on the attainment of Programme and Course Outcomes. The number of students who were employed (self or otherwise) after the completion of their course is also a good indicator for assessment.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.2 Pass percentage of Students during last five years

Response: 88.34

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

2021-22	2020-21	2019-20	2018-19	2017-18
54	93	115	123	115

2.6.2.2 Number of final year students who appeared for the university examination year-wise during

the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
67	94	119	153	133

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.72

File Description	Document
Upload database of all students on roll	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

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

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

3.2 Innovation Ecosystem

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

Response:

The College has introduced some innovative practices in delivering course contents to the students. Some of such initiatives include the use of internet and ICT tools, giving useful and constructive inputs on topics beyond the prescribed limit of syllabus, teaching human values in and out of the campus, and the like. The faculties have also been undergoing various training programmes such as orientation programme to scope of their on how to make the teaching-learning process a fruitful one. Teachers are always encouraged to participate in workshop and seminar in the institution. Besides, carry out research work smoothly teachers are granted leaves for attending course work, paper presentation, library visits and other related activities. Most of the teachers have written few chapters and contributed articles in edited books. Some awareness programmes and capacity building programme on computer basics are conducted by the College. Students are encouraged to carry out their innovations. One student named Rishikanya kashyap rewarded by India Book of records for Innovative exhibition. Students are also motivated to exhibit their model. Publication Cell provides the opportunity to the students to publish their article in College E-magazine. The institution has wide scope in this aspect to transform the innovative ideas of students into a vital force for economic growth of the society as well as self-employability

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

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

Response: 3

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

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

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

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

Response: 0.08

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

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

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

Response: 1

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

2021-22	2020-21	2019-20	2018-19	2017-18
9	16	0	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.4 Extension Activities

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

Response:

The College organizes a number of extension activities to promote institute neighborhood community to sensitize the students towards community needs. The students of our College actively participate in social service activities leading to their overall development. The IQAC, women Cell, Mental health and hygiene Committee, Health awareness Committee, NSS, Student's Union etc. are active groups through which the College undertakes various extension activities in neighbourhood community.

The College organizes vaccination camp of Covid 19, vaccination camp for Japanese Encephalitis, Mental health and hygiene programme, plantation programmes, street drama on public lynching, women empowerment, Swacha Bharat Abhijan, Napkin distribution, plastic free campaign, tobacco free initiative etc. as preventive measures for sound health as well as consciousness creation among the public.

The teachers take remedial classes in the neighborhood schools to make them advanced in learning process. The College has done a MoU with Bilpar village as its plan of adopt village and thus showing social responsibility.

The College provides financial support to the needy students of the community. It also helps the community for organizing sports activities to find the rural talent.

The cultural rally of the College exhibits the social integrity and cultural diversity of the community which boost the concept of togetherness and tolerance.

All departments organize education tours and field visits which also help students to interact with neighbourhood community and make the students aware of neighbouring history, life and culture, its economic prospect and challenges and cultural assimilation.

All these mentioned activities have positive impact on the students and it develops a strong student-community relationship, self-confidence and leadership skills. It is also beneficial for the students in cultivating hidden personalities and creating awareness among them.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

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

Response:

Extension activities have a tremendous and visible impact for sensitivities of the students and faculties towards community issues, gender disparities, social inequality etc. and inculcating values and commitment to the society. Interaction with groups and individuals who have an interest in the activities of the institution and the ability to influence the actions, decisions, practices or goals of the organization leads to mutual benefit to both the parties. Keeping this view in mind, Melamora College has been constantly encouraging the students and faculties to participate in various extension activities in the neighbourhood community. The outcomes of such activities are also used to generate knowledge as well. Moreover, extension activities also are the aspect of education which emphasizes community services. Some of the government and government recognized bodies have appreciated and awarded the institution for rendering community services like organization of health awareness campaign during Covid 19 pandemic period in the rural areas, sharing knowledge with the students of the schools of neighbouring villages, taking remedial classes to meet the gap of the students, contributing towards education through sustenance of students belonging to downtrodden sections, contributing towards environment and sustainable development and spreading peace in the society

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

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

Response: 13

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

2021-22	2020-21	2019-20	2018-19	2017-18
7	2	2	1	1

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.5 Collaboration

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

Response: 7

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The College accentuates on the formation and ameliorates of infrastructure as per its concern to meet ever increasing needs of the students. To ensure it, the College tries to assemble maximum possible fund from its internal sources. The campus spread over 1B 3K 10L has enough space to house the College building and an area of 7B 1K 05L for open ground.

Classrooms:

The institution has sufficient numbers of well-furnished classrooms to fulfill the needs of teaching-learning process. Fans, lights and proper ventilations are available in all the classrooms. All the classrooms equipped

with traditional blackboards. In addition to that one smart classroom, one projector has been provided to make the teaching-learning process more effectual.

Laboratory:

The institution provides one temporary laboratory and necessary apparatus for Education department. Practical classes of Education department are done in any of the classrooms with the help of equipments provided by the institution.

Library facilities:

The institution has a central library named *Gangadhar Saikia Library* and also Departmental libraries in all the departments of the institution. The central library has a good collection of books and newspapers. Facilities for in-house reading both for teachers and students are provided in a separate reading corner. It has free Wi-Fi facilities with SOUL 3.0 software. The institution provides one computer for internet browsing and accessing E-resources.

Administrative building:

The Administrative building consists of Principal's room, separate rooms for official work, separate Examination branch room for examination work purpose.

Academic Infrastructure:

It consists of followings:

ICT enabled classroom-2

Total classrom-11

Common room for teaching staff-1

Common toilet for male and female-1

Library with separate section for reading and e-resources.

Auditoriuam-1(construction is going on)

RCC Boys' Hostel-1

Education Lab-1

Canteen- 1

Separate toilets for boys and girls.

Facilities for Sports and Cultural activities

The institution has a playground with total area of 11099. 13sqm. Different outdoor activities are held here during annual College sports week. Most of the facilities required for organizing the outdoor activities are provided by the College.

The institution provides some facilities for indoor College. Indoor activities like carom, chess etc. are organized in the College during annual sports week with the help of sports equipment's furnished by the institute.

The institution organizes different cultural activities in various occasions. Cultural competitions are organized by the institute during annual College sports week. Necessary arrangements are done in a hall using as auditorium. The facilities required to organize cultural activities are provided by the institution. Yoga classes are done in a classroom by preparing for the student's convenience.

Canteen: The College canteen for teachers and students caters the need for refreshment during leisure time with tea, snacks etc. Lunch also provided occasionally.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

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

Response: 13.99

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

2021-22	2020-21	2019-20	2018-19	2017-18
1.43	1.31	0.81	3.42	6.10

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

A library is a heart and soul of an educational institution. It is also the most conducive and effective learning resources. Melamora College library which is known as Ganghadhar Saika Library was started with the College establishment. In the beginning it had few books. Gradually the number of collections as well as services has been improved. Students, faculties and office staff have membership in the College library. The objectives of the College library are to ensure easy access to its resources. In order to cope with challenges of present days, new procedures and technologies have been deployed. To promote reading habits among the users, the library Committee has introduced the Best library user prize which is distributed at the end of the academic session. The library also publishes 'Granthakuti', a handwritten magazine with collection from students and faculty members. Library has over 5000 books including text books and reference books. The library also uses SOUL 3.0 software of INFLIBNET in library management. There is free WI FI facility too. Considering the fact that majority of the users belong to economically poor family, the library takes extra care of them. Bar coding process is going on and Bar code library membership cards are continued for circulation in the library. Library Day is observed in every year. Per day use of library both by faculties and students are quite satisfactory.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3 IT Infrastructure**4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet**

connection

Response:

The existing IT facilities in the College are updated at regular intervals. The College reviews its IT resources periodically and fulfills the necessities.

New IT equipment like **Computer, Printer, LCD, Projector, Software** etc. are provided.

The College has available bandwidth of internet connection I.e. leased line connectivity from BSNL.

Internet speed in the range of <5MBPS.

The College checks & updates its resources regularly.

Free **Wi-Fi** facility and **LAN** facility available in the College.

Total 5 computers are provided from the College.

Two smart classrooms with audio-visual and projector facilities are available in the College.

One Computer is provided by the College for students.

A desktop for the use of IQAC.

Scanner has been provided.

There is one Generator to ensure uninterrupted power supply.

UPS made available with the desktop.

CCTV Camera is installed in the classrooms.

CCTV Cameras installed to monitor the campus.

Licensed software included.

SOUL Software in library management

Disk Operating system.

Windows.

MS office.

Data Entry Software developed by Dibrugarh University.

K7 Total Security Antivirus.

ERP Software.

Website disabled friendly.

The College communicates with students through bulk SMS for any emergency announcements. The College website is easily accessible to the students.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3.2 Student – Computer ratio (Data for the latest completed academic year)

Response: 274

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 1

File Description	Document
Upload supporting document	View Document

4.4 Maintenance of Campus Infrastructure

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

Response: 15.93

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

2021-22	2020-21	2019-20	2018-19	2017-18
2.17	1.73	2.56	2.28	6.15

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 88.64

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

2021-22	2020-21	2019-20	2018-19	2017-18
269	294	168	488	529

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

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

Response: A. All of the above

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

Response: 19.27

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

2021-22	2020-21	2019-20	2018-19	2017-18
235	0	145	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

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

Response: A. All of the above

File Description	Document
Upload supporting document	View Document

5.2 Student Progression

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

Response: 7

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

2021-22	2020-21	2019-20	2018-19	2017-18
16	8	6	2	3

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

2021-22	2020-21	2019-20	2018-19	2017-18
54	93	115	123	115

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

Response: 68.42

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

2021-22	2020-21	2019-20	2018-19	2017-18
6	2	3	1	1

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

2021-22	2020-21	2019-20	2018-19	2017-18
11	2	4	1	1

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.3 Student Participation and Activities

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

Response: 3

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

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

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

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

Response: 4.8

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

2021-22	2020-21	2019-20	2018-19	2017-18
12	1	3	4	4

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.4 Alumni Engagement

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

Response:

The reputation of an educational institution primarily lies on its students- past and present. The reputation grows when it keeps producing successful graduates continuously. Alumni can help an institution sustain through donations and volunteer assistance. The Melamora College Alumni Association was constituted in the year 2021 keeping this view in mind. The Association is under the process of registration under the society Act 1864. Since its inception, the Alumni Association has been extending support to the students and institution through interaction, guidance and text book donating to the central Library. Alumni meet

has been successfully organized on 10th day of January 2022 Moreover twelve (12) Nos of notable alumni of Melamora College have been rendering their valuable service as faculty members as well as non-teaching staff. This type of engagement is an ideal and great inspirational source for the present students as well as for the future generation.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

The College reflects the academic and administrative pursuits in line with its mission and vision. In keeping view with our founder Late Gangadhar Saikia and the institution's vision of promoting the core values of justice, freedom, sincerity, and truth, Melamora College has always given priority to the education of underprivileged classes to empower them. The institution stresses on outreach programmes and inculcates in its students an awareness of the value of a holistic development and empathy for the less privileged sections of the society. For this there is an active women Cell, NSS, Social service and health and hygiene Committee to mentor and encourage the students to meet their needs. As far as the mission and vision is concerned, the College always tries to function uniquely, innovatively and delicately. The College offers courses like Generic Electives, Skill Enhancement and Ability Enhancement course for enhancing professionalism, humanism and social responsibility.

The vision of the institution focuses on four aspects essentially-global standards, value-based education, interdisciplinary research and sustainable development.

The positive outcomes are achieved by designing the curriculum to meet the global requirements and through teaching-learning methods blended with ethical values. T

he College has reflected effective leadership in the practices like decentralization and participative management in the process of academic and administration.

The top management gives generous freedom and flexibility to the Principal together with the academic council to lead all the academic activities of the College. They regularly meet and take necessary steps to formulate and implement the perspective plans of the institution.

As part of quality improvement and quality initiatives, the institution, the IQAC and other statutory Committees continuously work on quality improvement. In the beginning of the academic year, all the faculty members conduct a meeting and discuss the smooth functioning of the institution. Various Committees are constituted and responsibilities are assigned to them. Committee's convener and members report to the IQAC about the planning and implementation of the decisions. They get the feedback from all the stakeholders of the institution and takes steps for future improvement.

The administrative duties are controlled by the Principal. Academic duties are controlled by the Vice Principal. Head of the departments work under academic Principal and IQAC.

The Governing Body conducts the regular meets and discusses the issues and challenges for the development of the institution. The G.B encourages the teachers, students, Non-teaching staff, Alumni and Co-ordinator to share their ideas, opinions and suggestions through the proper channel. The inputs are considered for the future decision making.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

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

Response:

Organizational structure of the College is planned according to the guidelines of the DHE, Govt. of Assam. However, the College has introduced its own mechanism of governance by inclusion of Academic Vice-Principal and IQAC Co-ordinator for smooth functioning. It helps in planning of Academic activities like admission, examinations, and results and facilitates the coordination between HODs and the Office of the Principal. The College Librarian is assisted by Assistant Librarian and the Library Assistant and Library Bearer. College office is headed by Senior Assistants and they are helped by Junior Assistants and Grade-iv employees.

Governing Body is the main decision taking body of the institution. It consists of a president, Principal (Secretary), the vice-Principal (ex-officio member), the Librarian, two University nominees, two teacher representatives, one office representative, three guardian members including one women member, one donor member, local M.L.A as invitee member, respectively. President of the Governing Body is appointed for 5 years. All major decisions including appointment of staff are taken by the Governing Body.

Principal is the administrative head of the institution, conducts day to day activities as per UGC and DHE, Assam guidelines. He is assisted in all activities by Vice Principal, faculty members and non-teaching staff.

IQAC takes various initiatives for quality enhancement, prepares and implements policy taking for quality enhancement.

Librarian involves in the administration of and supervises the day-to-day activities of the College library.

For the smooth conduct of academic, administrative and other activities, the College authority has constituted different **Committees, Cells and units**.

The services of the employees are regulated as per provincialisation of College Employees Act and College services conduct rule.

The service rules, recruitment and promotional policies are followed in accordance with the regulations of the UGC as well as the state government.

A Perspective Plan of the College has been prepared for 5 years which includes both short-term and long-term goals and effort is made to ensure that the plans are fulfilled. The plan is both learner-centric and faculty oriented inclusive of teaching-learning, Infrastructure, Research-oriented and Supportive of students in their holistic development. Emphasis is given on the implementation of the plan in the stipulated time period.

Of the several aspects of Perspective plans which have been deployed so far, special emphasis is on one activity which has been successfully implemented is B.A Major courses for English, Economics and Sociology from the session 2021-22.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2.2 Implementation of e-governance in areas of operation

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

Response: B. Any 3 of the above

File Description	Document
Upload supporting document	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The institution undertakes various welfare measures for both the teaching and non-teaching staff.

Welfare Measures for financial benefit:

Group Insurance Scheme: Monthly premium under this scheme is deducted by the Treasury releasing salary to guarantee insurance cover to the employees of the College.

New Pension Scheme: The teaching and non-teaching staff of the College joined after 2005 get the benefit of New Pension Scheme.

Provision of Allowances such as Dearness Allowance, House rent allowance and Medical allowance for both teaching and non-teaching staff.

Supportive Measures: There is the provision of the following leave to its employees as per the Govt. of Assam Rules.

1. Casual leave for teaching and non-teaching staff.
2. Earned Leave.
3. Duty leave to faculty members for participating in professional development programs.
4. There exist regular government welfare schemes like medical leave, maternity leave, child care leaves etc.

Measures for Academic & Intellectual Development:

1. The College gives permission to teaching and non-teaching staff for joining in any professional development /training programs.
2. Promotion under Career Advancement Schemes.
3. Provision of representation in various bodies/ Cells of the College.
4. Promotes research activities by encouraging the faculty members to carry out research work.
5. Inter institutional linkage are established by allowing the faculty members to visit various institutions as visiting lecture.

Provision of Health Check-up

The College has a MoU with Charingia PHC, Golaghat for arranging health check-up camp for its staff & students.

Infrastructural Facilities:

- Wi fi facility in campus.
- Games and sport facilities.
- Smart Classroom facility with ICT Tools and classroom with projector.
- CC Camera in the Principal room and class room.
- Green Campus Facility
- Library facility
- Canteen facility
- Drinking water facility
- Hostel facility for boys.

Institution has performance Appraisal System for teaching and non-teaching staff.

The Objectives of Performance Appraisal System are:

- To assess performance of each employee and to identify prospective for improvement.
- To encourage each employee to self-assess and improve the areas in which they are lagging behind.
- To assist authorities to take corrective measures of those employees whose performance is found unsatisfactory.

The Process of faculty appraisal:

1.Student Appraisal of their teacher: The students carry out and submit feedback/teacher evaluation

and these feedbacks are analyzed by the IQAC and the Principal and is judiciously addressed for the betterment of the teaching learning process.

2.Process of performance Appraisal of teaching and Non-teaching staff:

3.The teaching and non-teaching staff is assessed through the analysis of their entrusted routine duties and contribution to the corporate life of the institution by the Principal and Governing Body. After assessment, they are felicitated in the annual meeting to uplift their morale.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

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

Response: 1.9

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

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

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

Response: 39.83

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

2021-22	2020-21	2019-20	2018-19	2017-18
18	12	7	4	6

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

2021-22	2020-21	2019-20	2018-19	2017-18
9	0	2	1	1

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

The College has a determination to grow and for this purpose, it requires sufficient fund and needs to identify its sources of fund and to widen the resource base for attainment of its determination to grow. Some of the sources of fund are Students' Fee, fund received from Govt. of Assam. To meet its growing requirement, the institution has no sufficient fund. Taking into account limitation of the institution to

mobilize sufficient fund from its internal sources, efforts are made to mobilize fund from external sources like Local M.L.A and from the Corporate Body like Numaligarh Refinery Limited. Proposals for fund have already been submitted.

All fees collected by the College administration are deposited under the respective heads of accounts through bank challans.

To look after all construction related works, the College has formed a construction Committee. The plans and estimates of the constructions are prepared by the appointed Engineer by the College.

Similarly, to ensure transparency in financial transaction, the College emphasizes on internal and external audit of fund and submits utilization to the funding authorities within time limit. The College stresses on online financial transaction as far as possible. The College uses Online Software of Affiliating University at the time of admission and in respect of salary the College uses FINASSAM of Govt. of Assam.

The institution conducts external audits regularly. It has conducted audit up to the current financial year. External sources of fund of the institution comprise of Scholarship from state government and other funds from government. Internal sources of fund comprise tuition fee, library fee, examination fee, center fee, Students' union body fee, etc. The entire fund received from external and internal sources are audited by a Chartered Accountant. All the statements relating to income and expenditure along with supporting documents are submitted to the Chartered Accountant who prepares Utilization Certificate and income -expenditure statement. After receipt of Audit Report, it is placed before G.B of the College for consideration.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The IQAC has contributed significantly for institutionalizing the quality assurance strategy and system.

The College aims at continuous improvement of quality for achieving academic and administrative exCellence. For this purpose, the College set up IQAC in the year 2016. It is reconstructed in the year 2021 as per NAAC new guideline. Since its inception, the IQAC has been continuously trying to develop a system of conscious, consistent and catalyst improvement in the overall performance of the institution. Moreover, it also tries to promote measures for institutional functioning towards quality enhancement

through internationalization of quality culture and institutionalization of best practices. In this regard, the IQAC prepares strategies and processes from time to time which are as follows-

- The IQAC encourages the faculty members to enhance their teaching skills by participating in FIP/ FDP, Refresher course, workshop, seminar, research, publications etc.
- The IQAC encourages the departments to organize departmental seminars, workshop, group discussion, field trip, educational tour, Quiz etc.
- The IQAC works for the coordination and integration of various Cells and Committees.
- The IQAC motivates the departments to keep the records of courses, class tests, internal assessment, co-curricular activities.
- The IQAC organizes mental health and hygiene programme, cleanliness programmes, plantation, vaccination camps, awareness programme etc. to involve the students in the different issues of neighbouring society.
- The IQAC promotes teachers to use ICT tools and conduct academic audit.
- The IQAC emphasizes on timely conduct of academic and administrative activities.
- The IQAC motivates the teaching and non-teaching staff for the NAAC process.

The IQAC has devised several mechanisms to review the effectiveness of the teaching learning process. It has adopted a number of quality strategies to make the overall teaching -learning experience more interesting, absorbing and student-centric. These academic, administrative and infrastructural strategies include encouraging the students to use ICT in seminar presentations, increasing the number of books in the library, procurement of equipment in the laboratory of education department, classroom teaching supplemented with field studies, educational tours, introducing awards for teachers, students and officials, development of the mentoring system that promotes interactions between the student and the faculty members, etc. Class tests are taken by the respective departments to assess the students. The class test and Sessional examinations help the students in preparing themselves for the Final Exam. thoroughly. Orientation programmes are regularly organized to orient the students about the courses, syllabus, examination, different facilities and rules and regulations, code of conduct etc. The IQAC asks all the departments at the beginning of the academic session to submit their teaching plan. The IQAC Co-ordinator along with the Vice Principal looks after all these affairs and act accordingly. It has introduced Departmental Audit system as an internal academic audit mechanism to make the teaching, learning and evaluation system more effective.

Moreover, the IQAC generates feedbacks from different stakeholders. Feedback on academic performance, evaluation system and teachers' quality are collected from students. The feedbacks given by the students are assessed and submitted to the head of the institution for placing them in the Governing Body for discussion and necessary actions are taken for incremental improvement.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5.2 Quality assurance initiatives of the institution include:

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

Response: A. All of the above

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

Response:

As a co- educational institution Melamora College has given equal access to the support facilities by the College. The institution has conducted various programmes to the students acquainted with gender related issues in last five years. Girls and boys are given equal status in College students, union election and likewise the Cells and Committees are represented by both male and female teachers. The women Cell of the College has been looking after woman issues and activities like woman hygiene problems and measures related to safety and security of the students. The class common room safeguards the safety and privacy of the girls' students. Through CCTV the Principal of the College can monitor different activities and happenings inside the College.

A number of national, international, commemorative days, festivals are celebrated to inculcate value and sense of nationalism and patriotism in the minds of young students of the College. Every year on 15th August Independence Day is observed with the hoisting of national flag and singing of National Anthem. Republic Day is observed on 26th January showing respect towards our constitution and country. On the occasion of International Women's Day on 8th March, sanitary napkins are distributed in adopted village in presence of lady's staff and girls' students to make aware of health and hygiene. Likewise, Gandhi Jayanti on 2nd October, International Yoga Days are observed. On 5th June World Environment Day is celebrated to make students and teachers aware to protect our environment. Again on 21st February International Mother Language Day is celebrated on the importance of preservation and protection of mother language.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.1.2 The Institution has facilities and initiatives for

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

Response: A. 4 or All of the above

File Description	Document
Upload supporting document	View Document

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

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

Response: B. Any 3 of the above

File Description	Document
Upload supporting document	View Document

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

Response:

The College has tolerance and harmony towards diversities of regional and cultural, linguistic, communal and socio-economic dimensions of the society. Unity in diversity has given the institution an ideal institution of higher education. Core values are displayed in the campus. The code of conduct has been uploaded in the institutional website so as all students as well as others irrespective of their diversities need to follow. Different sport activities organized by the institution also play an important role to eradicate diversities among the College community. Again celebration of national, international commemorative days in the College provide an inclusive environment for all with diverse background. These activities can increase interactions among the people coming from different social, cultural and

religious background. Students also get benefit and can develop tolerance and harmony towards different regional and linguistic diversities.

Our College has given importance to make the students aware of rights, duties, values and responsibilities of the constitution. Different activities are organized to enable the students to understand Indian politics. By observing 'National Voters' Day' the awareness is created among the students regarding the importance of voting rights. Swachh Bharat Abhijan Cleanliness Drives in and around the campus are held to make the surroundings clean and to make the students aware of cleanliness. The students' Union Election is held every to make the students impress to the democratic values and the importance of participation in the democracy. We honour the National flag and National anthem.

The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

The Code of Conduct is displayed on the website and Hand books are distributed among the stakeholders.

There is a Committee to monitor adherence to the Code of Conduct too.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.2 Best Practices

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

Response:

Best Practices -1

Title of the practice: Plastic –free campaign for eco-friendly atmosphere

Objective of the practice

Melamora College believes in 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 which is essential for eco-friendly atmosphere. Our College is committed to plastic free movement in and around the campus so that eco-friendly atmosphere could be recognized by the students as well as College staff. To maintain greenery environment, the institution gives emphasis to make the College plastic free area. 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 evil effect on the environment. A pollution free environment is a catalyst of effective learning and it provides a good learning environment. The institution decides to work in the areas of plantation, plastic-free and eco-friendly atmosphere. It also strives to motivate the students and the employees regarding the use of eco-friendly method such as bamboo pot, wooden benches, muddy pot etc.

Practice:

Following initiatives are taken in the campus –

1. Using handmade pots, vessels: The College initiates to avoid plastic bottles instead of handmade bamboo pots, clay pot are used.
2. Observing International plastic bag free day on 3rd July every year the institution aims to eliminate the use of plastic and initiates to counsel the students and College staff for the demerits of plastic uses and its evil impact on the environment.
3. 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 make the environment plastic-free zone.

Evidence of success:

Plastic free and eco-friendly atmosphere have produced a number of positive outcomes to the College. Hand-made bamboo product pots are used in College campus. The students as well as employees of the College gradually avoid and reduce the use of plastic made things in and around the campus. The effect is wide spread as students and College community try to reduce the use of plastics in their homes also. It is a very good sign for a sound atmosphere.

Problems encountered and resources required:

A healthy atmosphere is very in need for all of us to live in this globe as a human being. Human activities can create changes in the atmosphere. We think more awareness programmes will be continued to make the people aware of pollution so that we are alert regarding not use of plastics. Instead of that more emphasis should be on use of trees and plantations are urgent to cope up with the environment. So ultimately the human resource is necessary to realize the whole scenario and to make the environment worthwhile for living.

Best practice-2

Title of The Practice: Human for human being (Manuhe Manuhar Babe)

The philosophy of the song ‘ Manuhe manuhar babe ‘ by the great cultural icon Dr. Bhupen Hazarika is to think for human being by human being .Our College initiates to help down-trodden people of the area , the students and differently abled persons. The institution has encouraged them helping financially. It strives 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 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 to the victimized people. Flood affected are helped financially.

1. Helping record holder students: Two students named Mrigen Robidas and Gonesh Robidas from our College created world record in Marathon race. They also tried to climb Mount Everest Peak. The institution helped them financially from the beginning.
2. For hidden talent the College has given the differently abled persons to take part in cultural programmes and they were felicitated and helped financially.
3. Different helps: The poor students are helped financially and badly injured students have been helped financially.

Evidence of success:

Cut-throat competition is going on over the globe day-by-day. On humanity ground the College supports two students name Mrigen Robidas and Gonesh Robidas to climb five thousand feet of the Himalayan peak. They were helped financially on their path of journey.

Problems encountered and resource required:

As a human being we should have sympathy towards our fellow beings. Our institution tries to motivate the students regarding the dignity and value towards the down trodden people. So more awareness programs are to be held to recognize the value of poor and needy people among the students. We are the creatures of the God. All of us have desires to live happily on this earth. Therefore, to understand the value of human life and to help them to spend a noble life in this world would be our chief objective.

File Description	Document
Best practices as hosted on the Institutional website	View Document
Any other relevant information	View Document

7.3 Institutional Distinctiveness

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

Response:

Vision of the Institution is to bring an overall improvement in the society by imparting quality of higher education (value based and skill based education) and makes our students responsible, knowledgeable and competent citizens of society. With this view our College has its own mission which is distinctive and exceptional. The College has a diverse demographic set up where in the girl students are almost equal to boy's students. The College considers them an asset which has made the institution to bring holistic development. Most of the students are from rural areas and economically poor background. In this context, education of girl's is a challenge in these remote areas. There are prevailing other barriers like early marriage, unacceptable customs, social prejudices, gender stereotype that often a co-educational institution, our College has set distinctive approach to identify their talents and encourage them to bring the girl students into main stream of higher education by breaking all the odds prevailing in the way of academic

excellence. The College gives exposure to the girl students to get an opportunity to participate in every curricular and extra-curricular activity very effectively.

The numbers of girl students are quite remarkable. Our College staff tries to identify their talents and encourage them to achieve their goals. Although our students are economically poor, but they are not poor in talent, we try to encourage them to focus their lives in different fields and thereby to help them to face the global challenges. Therefore, the College gives exposure to the girl students to get an opportunity to participate in the curricular and extra-curricular activities very effectively.

On the occasion of International Women's Day programs are organized where women-related issues are discussed. Through these programmes women are given ideas and knowledge about different issues related to them. Again women Cell also takes initiatives regarding the health and hygiene of the girl students. Sanitary napkins are distributed among them to make them aware towards health and hygiene. A sound mind resides in a sound body. So a sound health is necessary to fulfill one's vision in life. Again for safety and security of women legal awareness are arranged. This type of conducive atmosphere in the College has been continuously helping the girl's students to develop their innate qualities and getting opportunities to be self-reliant. Likewise, some of our girl students are able to bring glory to our College through their performance in different fields. One among them named Rishikanya Kashyap made India Book of book of Records for her innovative work which is done in hand embroidery where twelve great personalities are elevated. Cracking the State level exam in police department some girls' students got appointed recently. Again in case of Higher education Shilpi Rani Hazarika achieved rank in B.A final exam of Dibrugarh University. The girl students take participation in cultural programmes organized by our College.

Institutional distinctiveness reflects the campaign of Govt. of India, 'Beti Bachao Beti Padhao' to educate the girl students helping them to study in higher education. In this regard, most of girl students come from tea garden community and down trodden area and it is too difficult to make them understand about importance of higher education as well their guardian. They prefer getting married to get admission in higher education. After the completion of secondary education both girl students and parents are not interested for higher education. For them secondary education completion means academic education finished. Some of them even do not know about higher education. To make them conscious about the benefit of higher education, Melamora College takes initiative to aware them about it. Through the counseling in adopted village the institution emphasizes the importance of higher education. The College has planned to adopt more villages in near future so that the ignorance could be vanished from their minds. In this away the campaign of Indian Govt. comes true through initiative taken by the institution.

Women Cell is very active in this regard. Various eminent women personalities are invited for the guidance on social issues on the occasion of International Women's Day. Health and hygiene programs are organized. Anti-sexual harassment Committee and Internal Complain Committee have been keeping a strong eye regarding the protection of girl students. There are no such cases recorded till date. Individual counseling has been provided by the faculty members to change the mindset of the parents. Yoga camps are organized to increase the concentration level of the students. The College encourages them to participate in extension activities to create the sense of social responsibility. CCTV cameras have been installed in the College premises. Separate toilet and Common room are provided to Girl's students. Equal opportunities are given to participate in Student's union body. Membership of women Cell and ICC Committee is provided. This type of conducive atmosphere in the College has been continuously helping the girl students to develop their personalities and getting opportunities to be self-reliant and resilient. The result is reflected in performances of girls' students in academic as well as extra-curricular aspects in the succeeding years.

As our special focus is to empower the girl students, so our College tries to make them bold and self-dependent, so that they can lead a society. Education of girls is given priority and they are helped in achieving higher education. They are financially supported by the College. An educated girl can lead and support a family well which would help to develop a society as well. Our College always maintains gender equality and in curricular and extra- curricular activities. Again the safety and security of girl students inside the campus are maintained. All facilities including separate girls' Common room with potable drinking water, separate toilet, thinking for health and hygiene of the girls are given priority. At allow feel pride regarding the performance of our girl students in other area besides education. They are honoured for their innovative activities. Their hidden talent is found out and we wish their bright future ahead.

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

5. CONCLUSION

Additional Information :

Since its inception, Melamora College has been catering to the needs of a large number of people as it is the only the institution of higher education covering a vast geographical area. Although the College was established in the year 1987, it obtained provincialisation only in the year 2013 with stipulated number of regular posts both in teaching and non-teaching staff.

As most of the students are from a very poor economic background and many of them are being the first generation learners, the teachers play the role of guiding force in providing them an exposure to the realistic world. There has always been a conducive relation among the authority, teachers and students that helps to make the teachers very much approachable to the students.

With such opportunities, the College has been trying to attain the vertical point of success in imparting quality education.

Concluding Remarks :

Melamora College is on the way to development. In its process of improvement till date, it has overcome numerous obstacles. It has been aiming at further growth and improvement.

The College is applying for 1st Cycle of Assessment. The preparation of Self Study Report has helped a lot in making us aware of our available resources in better way alongside potential development that can be achieved in future.

We are enthusiastic and hoping that the Assessment and Accreditation process will open the door of much opportunities for maintaining quality and sustenance.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
5.1.1	<p>Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years</p> <p>5.1.1.1. Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>269</td> <td>323</td> <td>168</td> <td>488</td> <td>534</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>269</td> <td>294</td> <td>168</td> <td>488</td> <td>529</td> </tr> </tbody> </table> <p>Remark : DVV has made the changes as per EP-1.1</p>	2021-22	2020-21	2019-20	2018-19	2017-18	269	323	168	488	534	2021-22	2020-21	2019-20	2018-19	2017-18	269	294	168	488	529
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2021-22	2020-21	2019-20	2018-19	2017-18																	
269	294	168	488	529																	
6.2.2	<p>Implementation of e-governance in areas of operation</p> <ol style="list-style-type: none"> 1. Administration 2. Finance and Accounts 3. Student Admission and Support 4. Examination <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: B. Any 3 of the above Remark : DVV has select B. Any 3 of the above as per shared report by HEI.</p>																				

2.Extended Profile Deviations

ID	Extended Questions																				
1.2	<p>Number of teaching staff / full time teachers year wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>24</td> <td>25</td> <td>25</td> <td>25</td> <td>25</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>21</td> <td>21</td> <td>21</td> <td>21</td> <td>21</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	24	25	25	25	25	2021-22	2020-21	2019-20	2018-19	2017-18	21	21	21	21	21
2021-22	2020-21	2019-20	2018-19	2017-18																	
24	25	25	25	25																	
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21	21	21	21	21																	

