

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

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

#### 1) Details of the Institution

1.1	Name of the Institution	:	MAYNAGURI COLLEGE
1.2	Address Line 1	:	P.O. : MAYNAGURI
	Address Line 2	:	DIST. : JALPAIGURI
	City/Town	:	MAYNAGURI
	State	:	WEST BENGAL
	Pin Code	:	735224
	Institution e-mail address	:	<a href="mailto:collegemaynaguri@gmail.com">collegemaynaguri@gmail.com</a> , <a href="mailto:maynaguricollege@rediffmail.com">maynaguricollege@rediffmail.com</a>
	Contact Nos.	:	Ph : 03561-234298 , Fax : 03531-234336
	Name of the Head of the Institution	:	Dr. Debkumar Mukhopadhyay
	Tel. No. with STD Code	:	03561-234298
	Mobile	:	+91-9434005104
	Name of the IQAC Co-ordinator	:	Prof. Debasree Dutta
	Mobile	:	+91-9635816006
	IQAC e-mail address	:	maynaguricollegeiqac@gmail.com

1.3 Track ID (For ex. MHCOGN 18879) :

March 31, 2007/242

1.4 Website address :

maynaguricollege.org.in

Web-link of the AQAR :

http://maynaguricollege.org.in/doc/AQAR2011-12.pdf

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

### 1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	0.718	2007	30-March-2012
2	2 <sup>nd</sup> Cycle	Nil	Nil	Nil	Nil
3	3 <sup>rd</sup> Cycle	Nil	Nil	Nil	Nil
4	4 <sup>th</sup> Cycle	Nil	Nil	Nil	Nil

1.6 Date of Establishment of IQAC :

(DD/MM/YYYY)

02-07-2007

1.7 AQAR for the year (for example 2010-11) :

2011-12

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- AQAR 2007-08 submitted to NAAC on 04-10-2008 (DD/MM/YYYY)
- AQAR 2008-09 submitted to NAAC on 18-12-2009 (DD/MM/YYYY)
- AQAR 2009-10 submitted to NAAC on 07-01-2011 (DD/MM/YYYY)
- AQAR \_\_\_\_\_ (DD/MM/YYYY)

### 1.9 Institutional Status

University

State

Central

Deemed

Private

Affiliated College

Yes

No

Constituent College

Yes

No

Autonomous college of UGC

Yes

No

Regulatory Agency approved Institution

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

Yes

No

Type of Institution

Co-education

Men

Women

Urban

Rural

Tribal

Financial Status

Grant-in-aid

UGC 2(f)

UGC 12B

Grant-in-aid + Self Financing

Totally Self-financing

**1.10 Type of Faculty/Programme**

Arts	<input checked="" type="checkbox"/>	Science	<input type="checkbox"/>	Commerce	<input type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>			Management	<input type="checkbox"/>
Others (Specify)	<input type="text"/>								

**1.11 Name of the Affiliating University (for the Colleges)****UNIVERSITY OF NORTH BENGAL****1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc**

Autonomy by State/Central Govt. / University	<input type="text" value="Nil"/>		
University with Potential for Excellence	<input type="text" value="Nil"/>	UGC-CPE	<input type="text" value="Nil"/>
DST Star Scheme	<input type="text" value="Nil"/>	UGC-CE	<input type="text" value="Nil"/>
UGC-Special Assistance Programme	<input type="text" value="Nil"/>	DST-FIST	<input type="text" value="Nil"/>
UGC-Innovative PG programmes	<input type="text" value="Nil"/>	Any other (Specify)	<input type="text" value="Nil"/>
UGC-COP Programmes	<input type="text" value="Nil"/>		

**2 IQAC Composition and Activities**

<b>2.1</b> No. of Teachers	<input type="text" value="07 (Including Chairman &amp; Co-ordinator)"/>		
<b>2.2</b> No. of Administrative/Technical staff	<input type="text" value="02"/>		
<b>2.3</b> No. of students	<input type="text" value="Nil"/>		
<b>2.4</b> No. of Management representatives	<input type="text" value="01 ( G.B President )"/>		
<b>2.5</b> No. of Alumni	<input type="text" value="01 (President of Alumni Association)"/>		
<b>2.6</b> No. of any other stakeholder and community representatives	<input type="text" value="01"/>		
<b>2.7</b> No. of Employers/ Industrialists	<input type="text" value="Nil"/>		
<b>2.8</b> No. of other External Experts	<input type="text" value="01"/>		
<b>2.9</b> Total No. of members	<input type="text" value="13"/>		
<b>2.10</b> No. of IQAC meetings held	<input type="text" value="02"/>		
<b>2.11</b> No. of meetings with various stakeholders	No	<input type="text" value="02"/>	Faculty <input type="text" value="05"/>
	Non-Teaching Staff	<input type="text" value="01"/>	Students <input type="text" value="01"/>
	Alumni	<input type="text" value="01"/>	Others <input type="text" value="Nil"/>
<b>2.12</b> Has IQAC received any funding from UGC during the year?	Yes	<input type="text"/>	No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="N/A"/>		
<b>2.13</b> Seminars and Conferences (only quality related)	(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC		
Total Nos	<input type="text" value="01"/>	International	<input type="text" value="Nil"/>
	National	<input type="text" value="Nil"/>	State
	<input type="text" value="Nil"/>	Institution Level	<input type="text" value="01"/>

## 2.14 Significant Activities and contributions made by IQAC

**Enhancement in teaching learning process and research work.**

## 2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. To apply for new Degree Courses 2. Technology up Gradation. 3. To purchase new Computers, Printer, Projector, Inverter, Etc 4. Up gradation of Geography Laboratory 5. Up gradation of Physical Education Department. 6. To make NSS Units, NCC and the Red Ribbon Club more socially involved. 7. To maximize PowerPoint classes. 8. To construct more classrooms. 9. To construct a technology savvy Seminar hall. 10. To encourage the faculty to be more involved in research works and publications. 11. To encourage the faculty to participate in various seminars/conferences/symposia in greater number 12. To encourage the faculty to be more actively involved in the process of organizing seminars/conferences/symposia through applying for fund to UGC , ICSSR etc agencies. 13. To extend the library building.	1. Organized four UGC Sponsored National Level Seminars. 2. Geography Laboratory Equipments worth ₹ 2,02,871.00 purchased. 3. Desktop Computers (Nine), Laptop(One), Printer(One), Barcode Scanner(one), Inverter(Three), Wireless PA System (Two) were Purchased. 4. Sports equipments worth ₹ 60,238.00 purchased. 5. Five new Class Rooms were constructed. 6. NSS, NCC, and Red Ribbon Club were actively involved in the social awareness programmes. 7. One Minor Research Project was sanctioned by the UGC. Two Minor Research Projects were submitted after completion. 8. A number of faculty actively participated in seminars/conferences. 9. 100% Classes are taken with the help of LCD & Overhead Projectors. 10. Library building extended.

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

## 2.16 Whether the AQAR was placed in statutory body

Yes  No

Management  N/A Syndicate  N/A Any other body

The Governing Body

Provide the details of the action taken

The AQAR is approved by the statutory body to be submitted to NAAC.

**Part – B**

**Criterion – I**

**1. Curricular Aspects**

**1.1 Details about Academic Programmes**

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	01			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate			02	
Others				
<b>Total</b>				
Interdisciplinary				
Innovative				

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

**(ii) Pattern of programmes:**

Pattern	Number of programmes
Semester	
Trimester	
Annual	✓

**1.3 Feedback from stakeholders\*** Alumni  Parents  Employers  Students   
*(On all aspects)*

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

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

**Analysis of feedback is offered in 6.11 and 6.12**

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

N/A

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

N/A

**Criterion – II**

**2. Teaching, Learning and Evaluation**

2.1 Total No. of Permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	10	10	N/A	N/A	N/A

2.2 No. of permanent faculty with Ph.D. 04

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	0	6	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

2.4 No. of Guest and Visiting faculty and Temporary faculty

**Govt. Approved Part-Time Teacher (PTTS) = 18**

**Govt. Approved Contractual Teacher (cWTTS) = 01**

**Part-Time Teacher = 08**

**Guest Teacher = 06**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	Nil	04	Nil
Presented papers	Nil	17	03
Resource Persons	Nil	Nil	Nil

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

The institution has adopted a number of innovative processes and techniques in Teaching and Learning, e.g. combination of lecture method and other methods such as Power Point & Overhead Projector Classes, use of charts and maps, organizing students' seminars, group discussions, Quiz etc. This has also enhanced the teachers' competence to promote learner participation, identify weaker students and arrange remedial coaching classes for them; as a result these remedial classes have become very helpful for students in fetching good results.

2.7 Total No. of actual teaching days during this academic year 189

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

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

2.10 Average percentage of attendance of students 80%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A Honours	173	Nil	Nil	90.75	Nil	90.75
B.A General	475	Nil	Nil	9.89	67.16	77.05

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

IQAC in its meeting with the faculty members advises them to convene Annual Plan Meeting at the beginning of each session, assign syllabus to the departmental teachers, prepare time schedule for term tests & to convene term review meetings. It also collects annual reports from the departments and assesses their performance and progress. IQAC also suggests the departments to organize e-classes, invited lectures, seminars, educational tours & excursions. In this way IQAC monitors and evaluates the teaching & learning processes of the college.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	04
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others	Nil

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	07	02	Nil	08
Technical Staff	05	Nil	Nil	09

### Criterion – III

#### 3. Research, Consultancy and Extension

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

The IQAC regularly meets with the teachers and advises them to publish anthology of research articles, academic papers, and wall magazine and participate in refresher and orientation courses. It also suggests the heads of the departments to apply to the UGC, ICSSR & other such agencies for funds to organize national level seminars and subject related workshops in the college, to encourage their departmental colleagues to participate and present papers in seminars held elsewhere and submit proposal for minor & major research projects. Moreover, IQAC persuades the college authority (the Principal and the Governing Body) to sanction leave and necessary funds to the faculties to facilitate such activities. These are some of the initiatives taken by the IQAC to sensitize and promote research climate in the college.

##### 3.2 Details regarding major projects

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

##### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	02	01	Nil
Outlay in Rs. Lakhs	64,250.00	1,81,870.00	72,000	Nil

##### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	Nil	Nil	Nil
Non-Peer Review Journals	Nil	10	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	Nil	Nil

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

Range **Nil**      Average **Nil**      h-index **Nil**      Nos. in SCOPUS **Nil**

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	Nil	Nil	Nil	Nil
Minor Projects	2	UGC	72,000	72,000
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects <i>(other than compulsory by the University)</i>	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	2	UGC	72,000	72,000

3.7 No. of books published i) With ISBN No  Chapters in Edited Books   
 ii) Without ISBN No

3.8 No. of University Departments receiving funds from  
 UGC-SAP  CAS  DST-FIST

DPE   DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme

INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		04			
Sponsoring agencies		UGC			

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year : Nil

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

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

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

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

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

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

JRF Nil SRF Nil Project Fellows Nil Any other Nil

3.21 No. of students Participated in NSS events:

University level 03 State level Nil

National level Nil International level Nil

3.22 No. of students participated in NCC events:

University level Nil State level 02

National level 03 International level Nil

3.23 No. of Awards won in NSS:

University level Nil State level Nil

National level Nil International level Nil

3.24 No. of Awards won in NCC:

University level Nil State level Nil

National level Nil International level Nil

3.25 No. of Extension activities organized

University forum Nil College forum Nil

NCC 02 NSS 06 Any other 02

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

1. Tree Plantation
2. Blood Donation Camp
3. AIDS Awareness Programme
4. Celebration of the World Population Day
5. Avoid Pollution
6. Save Environment Programme
7. Save Baby Girl Campaign
8. Cleanliness Mission
9. Campaign against Open Air Toilet
10. Eradication of Superstitions

#### Criterion – IV

#### 4. Infrastructure and Learning Resources

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

Facilities	Existing	Newly created	Source of Fund	Total
Campus area (in acres)	11.97	Nil	Nil	11.97
Class rooms	16	05	State Govt & UGC	21
Laboratories	01	Nil	Nil	01
Seminar Halls	01	Nil	Nil	01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		23	Own Fund & UGC	
Value of the equipment purchased during the year (Rs. in Lakhs)		8.17	Own Fund & UGC	
Others				

##### 4.2 Computerization of administration and library

<b>Library Automation System</b> (Prepared by Aidni Infotech)
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##### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13475	1181841	413	59196	13888	1241037
Reference Books	439	87800	Nil	Nil	439	87800
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	10	33000	2	3200	12	36200
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	15	3000	5	850	20	3850
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil

##### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	16	02	04	01	01	05	02	01
Added	10	-	01	-	01	04	02	02
Total	26	02	05	01	02	09	04	03

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

The college has its UGC network centre (NME) along with internet connections. Regular training programmes for teachers and students are undertaken to familiarize them with computer operation, internet access, online catalogue searching etc.

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

i) ICT	
ii) Campus Infrastructure and facilities	0.56
iii) Equipments	0.92
iv) Others	0.24
<b>Total</b>	<b>1.71</b>

## Criterion – V

### 5. Student Support and Progression

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

The IQAC organized meetings with the students to enhance their awareness about student support services like student health home, Xerox facility inside the campus which are available in the college. Available support services are also notified for the benefit of the students. Moreover, information about these services is also displayed on the display board of the college.

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

The tracking for the progression of students is usually done by the Formation of Alumni Associations. All ex-students are requested to keep in contact with the institution for getting feedback from them for the betterment of college and the benefit of the current students.

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

UG	PG	Ph. D.	Others
1681			

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

Nil

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

Nil

Men	No	%
	939	55.86

Women	No	%
	742	44.14

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
377	889	10	115	01	1392	484	1018	11	167	01	1681

Demand ratio **40 : 21**

Dropout% **9%**

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

Support is provided at informal level for entry to services. IQAC discussed about providing a formal course for guiding students for competitive examinations like SSC & PSC Coaching

No. of students beneficiaries

160

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

NET	Nil	SET/SLET	Nil	GATE	Nil	CAT	Nil
IAS/IPS etc	Nil	State PSC	Nil	UPSC	Nil	Others	Nil

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

Remedial Coaching, Career Counselling, Seminar, aptitude test, parents meet, psychological evaluation and guidance

No. of students benefitted	220
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### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	Nil

### 5.8 Details of gender sensitization programmes

Organised awareness programmes and rallies through NSS & NCC (Male & Female wings) on gender sensitization issues – such as saving the girl child, providing equal opportunities for the female child, evils of dowry system and violence against women etc.

### 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	100	52,490.00
Financial support from government	1288	52,97,240.00
Financial support from other sources	18	35,000.00
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives

Fairs	: State/ University level	<input type="text" value="Nil"/>	National level	<input type="text" value="Nil"/>	International level	<input type="text" value="Nil"/>
Exhibition:	State/ University level	<input type="text" value="Nil"/>	National level	<input type="text" value="Nil"/>	International level	<input type="text" value="Nil"/>

5.12 No. of social initiatives undertaken by the students

**3 (by NSS, NCC, Red Ribbon Club)**

5.13 Major grievances of students (if any) redressed:

Nil

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

**Vision:** - To evolve the college as a model institution for developing empowerment among the rural masses.  
**Mission:** - To continue to provide access to and impart basic and traditional education. To introduce more need based and community oriented programmes.

#### 6.2 Does the Institution has a management Information System

1. Through Website
2. Through Advertisements in the News papers

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

##### 6.3.1 Curriculum Development

The management or the Governing Body has no such authority to involve in curriculum development programme. It is within the purview of concerned Board of Studies under North Bengal University. However, the college regularly tries to organize intra/inter college seminars/workshops to generate views on this context and send the recommendations to the UG council North Bengal University.

##### 6.3.2 Teaching and Learning

Although the syllabi are not framed by the college but by the university to which it is affiliated to, each department adapts some innovative processes in teaching and learning. First of all, at the beginning of each academic session the faculties of each department meet for term-wise allocation of syllabus assignments, contents, fix dates for the term-end tests and prepare the academic calendar of that session. Secondly, the department organizes students' seminars, quiz contests etc. They subscribe to e-journals.

##### 6.3.3 Examination and Evaluation

The college serves as centre for the university examinations each year, the college also conducts class tests and term tests to evaluate the academic progress of the students. The answer scripts of these tests are shown to the students and their progress reports are sent to the guardians.

##### 6.3.4 Research and Development

IQAC conducts regular meetings with the faculties and encourage them to be engaged with major and minor research activities or industry funded activities.

##### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Since the number of students is on the rise, management is actively looking forward to bring in efficiency by incorporating automation software. In addition, subscriptions to online databases are also being considered.

### 6.3.6 Human Resource Management

Recruitment of faculties is governed by State Govt. Policies. However, college also recruits part time faculties based on qualification. Faculties are provided with opportunities to participate in research and faculty development programmes.

### 6.3.7 Faculty and Staff recruitment

Recruitment of faculty and staff is governed by State Govt. Policies. However, college also recruits part time faculty and staff based on qualification.

### 6.3.8 Industry Interaction / Collaboration

Fully functional Collaborations with industry and other commercial institutions have not yet developed. However, there are occasional visits by some commercial agencies for student awareness regarding career counseling and placement that take place in the college premises.

### 6.3.9 Admission of Students

For admission in Hon and Gen course the institution strictly follows the policy introduced by the North Bengal University.

### 6.4 Welfare schemes for

Teaching	Yes (Maynaguri College Co-operative Society, Bonus and Advance salary during festive Puja season.)
Non teaching	Yes (Maynaguri College Co-operative Society, Bonus and Advance salary during festive Puja season.)
Students	Yes (LIC Accidental Benefit Scheme, Scholarship schemes).

### 6.5 Total corpus fund generated

N/A

### 6.6 Whether annual financial audit has been done

Yes



No



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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	N/A	Yes	IQAC
Administrative	No	N/A	Yes	IQAC

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

For UG Programmes      Yes       No

For PG Programmes      Yes  N/A      No  N/A

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

N/A

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

N/A

6.11 Activities and support from the Alumni Association

The alumni meet is held every year so that the current students are given suggestions from the alumni to improve themselves academically. They are also given suggestions from the ex-students who are in the corporate sector as to how one can face the corporate world outside. These suggestions will help the students to brace themselves for a successful career once out of college.

6.12 Activities and support from the Parent – Teacher Association

Every department holds regular meetings with Parents, to provide them feedback about the progress and Drawback of their wards. Regular feedback is taken from them as well their assessment is taken into account for teaching and evaluation purpose.

6.13 Development programmes for support staff

Computer Training has been provided to the support staff.

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

The college encourages the students to plant more and more trees to contribute their fair share for a greener tomorrow. The college is also adapting a concept of 'plastic free zone' in and around the campus. The college had also organized special camps in the neighboring villages to bring about awareness among them and also to encourage them to keep their surroundings green and clean for a better tomorrow.

## Criterion – VII

### 7. Innovations and Best Practices

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

Teachers' Academic Diary system has been introduced to achieve of better academic contribution.

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

1. Organized four UGC Sponsored National Level Seminars.
2. Geography Laboratory Equipments worth ₹ 2, 02,871.00 purchased.
3. Desktop Computers (Nine), Laptop(One), Printer(One), Barcode Scanner(one), Inverter(Three), Wireless PA System (Two) were Purchased.
4. Sports equipments worth ₹ 60,238.00 purchased.
5. Five new Class Rooms were constructed.
6. NSS, NCC, and Red Ribbon Club were actively involved in the social awareness programmes.
7. One Minor Research Project was sanctioned by the UGC. Two Minor Research Projects were submitted after completion.
8. A number of faculty actively participated in seminars/conferences.
9. 100% Classes are taken with the help of LCD & Overhead Projectors.

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

1. CONTINUOUS INTERNAL ASSESSMENT
2. MAPPING STAKEHOLDERS' EXPECTATION

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

7.4 Contribution to environmental awareness / protection

Tree plantation programme by NSS & NCC.  
Environment awareness camp by NSS & NCC.

7.5 Whether environmental audit was conducted?

Yes

No

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

Nil

## 8. Plans of institution for next year

1. Construction of Digital class room.
2. Applying for new Degree Courses (Honours and General).
3. Office up gradation.
4. Extension of Herbal plant garden.
5. To increase the number of computers, Printer, Projector, photocopier, Generator, Inverter.
6. To buy digital Annotation Boards.
7. To send Seminar & Research Project proposals to UGC and ICSSR.
8. To maintain 100% PowerPoint classes.
9. To construct more classrooms.
10. To modernize Geography laboratory.
11. To construct a girls' hostel in the college premises.

Name Prof. Debashree Dutta

Name Dr. Debkumar Mukhopadhyay

*Debashree Dutta*



*Signature of the Coordinator, IQAC*

*Signature of the Chairperson, IQAC*

**Principal  
Maynaguri College**



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## Annexure I

### Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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## ANNEXURE –II

### Best Practices

FOLLOWING ARE THE TWO BEST PRACTICES, WHICH ARE CONTRIBUTED TO THE QUALITY IMPROVEMENT OF THE CORE ACTIVITIES OF THE COLLEGE.

#### 1. 1<sup>ST</sup> TITLE OF THE PRACTICE – CONTINUOUS INTERNAL ASSESSMENT

##### 2. OBJECTIVES OF THE PRACTICE

- CONTINUOUS INTERNAL ASSESSMENT BASED ON SYLLABUS ORIENTED QUESTION - TEACHERS HAVE PREPARED QUESTION BANKS FOR REGULAR ASSESSMENT – AIMING TO MAKE THE STUDENTS REGULAR IN THEIR CLASSES AND ALSO TO DISCOURAGE THE PRACTICE OF ROTE LEARNING.

##### 3. THE CONTEXT

- STUDENTS IN GENERAL THESE DAYS ARE OBSERVED TO REMAIN ABSENT IN CLASSES AND TAKE TUITION FROM PRIVATE TUTORS WHEREIN THEY RECEIVE SUGGESTION AND NOTES. THE STUDENTS MEMORIZE THE NOTES AND WRITE SUCH NOTES IN THE EXAMS TO PASS. THIS DISABLES THE STUDENTS TO APPLY THEIR MIND TO PROBLEMS WHICH IN TURN REDUCES THEIR SELF BELIEF.
- TEACHERS THEREFORE AIM AT INVOLVING THEIR STUDENTS IN FORMATIVE ASSESSMENT THROUGH CONTINUOUS INTERNAL ASSESSMENT SYSTEM.
- TEACHERS ARE ALSO REQUIRED TO DELIVER CERTAIN ROUTINE FUNCTIONS LIKE PREPARATION OF INSTRUCTIONAL MATERIALS, MARK SHEETS, ATTENDANCE RECORDS ETC
- ALL THE ABOVE INVOLVES CERTAIN DEGREES OF REPETITIVE WORK AND HENCE REQUIRES MINIMIZATION OF RECURRING WORK.

##### 4. THE PRACTICE

- IQAC PROVIDES THE TEACHERS WITH APPROPRIATE SOFTWARE AND WEB APPLICATIONS – TEACHING AID SOFTWARE WHICH HELPS THEM TO
- PREPARE ACADEMIC PLAN
- MONTHLY TEST SCHEDULES
- TOPIC-BASED QUESTION BANKS
- ATTENDANCE RECORDS
- MONTHLY TEST RECORDS
- INSTRUCTIONAL MATERIALS

##### 5. EVIDENCE OF SUCCESS

- REPETITIVE WORK GETTING MINIMIZED
- TEACHERS' E-EMPOWERMENT ON THE RISE
- CULTURE OF FORMATIVE ASSESSMENT IS SURFACING

#### 2. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED

- PROBLEM – INITIAL HESITANCY AND RESISTANCE AMONGST THE TEACHERS
- HUMAN RESOURCE - TRAINING/RE-TRAINING OF TEACHERS

**1. 2<sup>ND</sup> TITLE OF THE PRACTICE – MAPPING STAKEHOLDERS’ EXPECTATION**

**2. OBJECTIVES OF THE PRACTICE**

- THE COLLEGE TRIES TO EXPLORE THE EXPECTATIONS OF THE STUDENTS, TEACHERS AND PARENTS ABOUT INSTITUTIONAL PROVISIONS INCLUDING CURRICULUM
- THE COLLEGE ALSO SETS UP A FRAMEWORK/MECHANISM WHEREIN STUDENTS CAN EXPLORE THEIR OBSERVATIONS IN THE FORM OF GRIEVANCES, SUGGESTIONS AND OPINION

**3. THE CONTEXT**

- STUDENTS, IN PARTICULAR, ARE THE BEST JUDGE OF THEIR OWN FUTURE AND HENCE THEY MAY BE MADE TO EXERCISE THEIR EXPECTATION FROM THE INSTITUTION WHERE THEY STUDY.
- THE STUDENTS, WHEN ABLE TO EXERCISE THEIR OPINION IN TURN PAVES THE WAY FOR “STUDENTS’ PARTICIPATION” IN QUALITY ASSURANCE, WHICH IS THE NEED OF THE HOUR.

**4. THE PRACTICE**

- THE IQAC HAS TRIED TO MAKE USE OF STAKEHOLDERS’ FEEDBACK SOFTWARE FROM THE CURRENT SESSION.

**STUDENTS’ FEEDBACK ON**

- TEACHING
- INSTITUTIONAL PROVISIONS
- CURRICULUM

**FEEDBACK OF PARENTS AND ALUMNI ON**

- INSTITUTIONAL PROVISION
- FEEDBACK OF TEACHERS ON
- CURRICULUM
- TEACHING-LEARNING EVALUATION
- INFRASTRUCTURE
- GOVERNANCE

**CONDUCTING OPINION POLL BY HEAD OF THE INSTITUTION AND IQAC**

- CREATING DATABASE OF GRIEVANCES AND SUGGESTIONS

**5. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED**

- AT THE INITIAL STAGE, PROPENSITY TO USE THE SOFTWARE REMAINED LOW

**6. EVIDENCE OF SUCCESS**

- THE HABIT OF PROVIDING FEEDBACK IS GROWING

**ANNEXURE –II**  
**ACADEMIC CALLENDER**  
**Session – (2011-2012)**  
**UNIVERSITY HOLIDAY LIST**

Particulars	No. of Day(s)	Day(s) of the week	Date(s)
Bhanu Jayanti	1	Wednesday	13 <sup>th</sup> July
Independence Day	1	Monday	15 <sup>th</sup> August
Janmastami	1	Monday	22 <sup>nd</sup> August
Id-Ui-Fitre	1	Wednesday	31 <sup>st</sup> August
Birthday of Gandhiji	1	Sunday	2 <sup>nd</sup> October
Mahalaya	1	Tuesday	27 <sup>th</sup> September
Id-Uz-Zoha	1	Monday	7 <sup>th</sup> November
Birth day of Gurunanak	1	Thursday	10 <sup>th</sup> November
Muharram	1	Tuesday	6 <sup>th</sup> December
Christmas Day	1	Sunday	25 <sup>th</sup> December
Birth day of Netaji	1	Monday	23 <sup>rd</sup> January
Republic Day	1	Thursday	26 <sup>th</sup> January
Shree Panchami	1	Saturday	28 <sup>th</sup> January
Fateha Duaz Daham	1	Sunday	5 <sup>th</sup> February
Dol Jatra	1	Thursday	8 <sup>th</sup> March
Good Friday	1	Friday	6 <sup>th</sup> April
Bengali New Year's Day	1	Saturday	14 <sup>th</sup> April
May Day	1	Tuesday	1 <sup>st</sup> May
Buddha Purnima	1	Sunday	6 <sup>th</sup> May
Birthday of Rabindranath Tagore	1	Tuesday	8 <sup>th</sup> May

**VACATION LIST**

Puja Vacation	28 days	Sunday to Saturday	2 <sup>nd</sup> October to 29 <sup>th</sup> October
Winter Recess	6 days	Tuesday to Sunday	27 <sup>th</sup> December, 2011 to 1 <sup>st</sup> January, 2012
Summer Recess	45 days	Tuesday to Thursday	17 <sup>th</sup> April to 31 <sup>st</sup> May

**COLLEGE ACTIVITY LIST**

Sl. No.	Particulars	Dates
1.	NSS Annual Special Camp	26 <sup>th</sup> Aug. 2011 to 31 Aug. 2011
2.	Fresher's Welcome	02/09/2011
3.	College Foundation Day	18 <sup>th</sup> November, 2011
4.	Cultural Programme/Social	22 <sup>nd</sup> & 23 <sup>rd</sup> December, 2011
5.	College Student's Union Election Week	27 <sup>th</sup> January to 3 <sup>rd</sup> February, 2012
6.	Election Date	4 <sup>th</sup> February, 2012
7.	Annual Test	6 <sup>th</sup> February to 21 <sup>st</sup> February, 2012
8.	Summer Recess	17 <sup>th</sup> April to 31 <sup>st</sup> May, 2012
9.	College Annual Sports	9 <sup>th</sup> November, 2011
10.	N.B.U Exam Date	23/05/2011 to 02/08/2011

**Note :** The July-June academic session is split into three terms: July-October; November-February; March-June, and academic and other activity timed as follows:

Commencement of classes

Year I - 2nd week of July

Year II & III - 2nd week of July

Internal Assessments (Honours)

Remedial classes

Assessment I - 3rd week of September

Assessment II - 3rd week of December

Assessment III - 4th week of February

March and April Submission of Univ. exam forms

Part I – February

Part II – February

Part III – February

University Examinations Part I - 2nd week of June

Part II - 2nd week of April

Part III - 2nd week of March

Mock parliament test (as directed by North Bengal University) for 3rd year general students

2nd week of January (Follow Departmental Notice)

Class tests are held by individual departments regularly (At least 6 times a month). No pre fixed schedule for the class tests is therefore possible.