

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 | : | collegemaynaguri@gmail.com , maynaguricollege@rediffmail.com |
| | Contact Nos. | : | Ph : 03561-234298 , Fax : 03531-234336 |
| | Name of the Head of the Institution | : | Prof. Susmita Pandit |
| | Tel. No. with STD Code | : | 03561-234298 |
| | Mobile | : | +91-9434234260 |
| | Name of the IQAC Co-ordinator | : | Dr. Paramita Ghosh |
| | Mobile | : | +91-9475909166 |
| | IQAC e-mail address | : | maynaguricollegeiqac@gmail.com |

1.3 Track ID (For ex. MHC0GN 18879) :

March 31, 2007/242

1.4 Website address :

maynaguricollege.org.in

Web-link of the AQAR :

http://maynaguricollege.org.in/doc/AQAR2014-15.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 st Cycle | B | 0.718 | 2007 | 30-March-2012 |
| 2 | 2 nd Cycle | Nil | Nil | Nil | Nil |
| 3 | 3 rd Cycle | Nil | Nil | Nil | Nil |
| 4 | 4 th 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) :

2014-15

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)

- 1 AQAR 2009-10 submitted to NAAC on 07-01-2011 (DD/MM/YYYY)
- 2 AQAR 2011-12 submitted to NAAC on 23-12-2015 (DD/MM/YYYY)
- 3 AQAR 2012-13 submitted to NAAC on 23-12-2015 (DD/MM/YYYY)
- 4 AQAR 2013-14 submitted to NAAC on 23-12-2015 (DD/MM/YYYY)

1.9 Institutional Status

| | | | | | | | | |
|---|-------------------------------|-------------------------------------|---------|--------------------------|------------------------|-------------------------------------|---------|-------------------------------------|
| University | State | <input type="checkbox"/> | Central | <input type="checkbox"/> | Deemed | <input type="checkbox"/> | Private | <input type="checkbox"/> |
| Affiliated College | | | | | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| Constituent College | | | | | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Autonomous college of UGC | | | | | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Regulatory Agency approved Institution (eg. AICTE, BCI, MCL, PCI, NCI) | | | | | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Type of Institution | Co-education | <input checked="" type="checkbox"/> | | | Men | <input type="checkbox"/> | Women | <input type="checkbox"/> |
| | Urban | <input type="checkbox"/> | | | Rural | <input checked="" type="checkbox"/> | Tribal | <input type="checkbox"/> |
| Financial Status | Grant-in-aid | <input checked="" type="checkbox"/> | | | UGC 2(f) | <input checked="" type="checkbox"/> | UGC 12B | <input checked="" type="checkbox"/> |
| | Grant-in-aid + Self Financing | <input type="checkbox"/> | | | Totally Self-financing | <input type="checkbox"/> | | |

1.10 Type of Faculty/Programme

| | | | | | | | | | |
|------------------|-------------------------------------|-------------|-------------------------------------|----------------|--------------------------|-------------------------------------|--------------------------|----------------|--------------------------|
| Arts | <input checked="" type="checkbox"/> | Science | <input checked="" 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

| | | | |
|---|---|----------------------------------|--|
| 2.1 No. of Teachers | <input type="text" value="07 (Including Chairman & Co-ordinator)"/> | | |
| 2.2 No. of Administrative/Technical staff | <input type="text" value="01"/> | | |
| 2.3 No. of students | <input type="text" value="01(G.S of Students' Union)"/> | | |
| 2.4 No. of Management representatives | <input type="text" value="01 (G.B President)"/> | | |
| 2.5 No. of Alumni | <input type="text" value="01 (President of Alumni Association)"/> | | |
| 2.6 No. of any other stakeholder and community representatives | <input type="text" value="02"/> | | |
| 2.7 No. of Employers/ Industrialists | <input type="text" value="Nil"/> | | |
| 2.8 No. of other External Experts | <input type="text" value="01"/> | | |
| 2.9 Total No. of members | <input type="text" value="14"/> | | |
| 2.10 No. of IQAC meetings held | <input type="text" value="05"/> | | |
| 2.11 No. of meetings with various stakeholders | No | <input type="text" value="01"/> | Faculty <input type="text" value="04"/> |
| | Non-Teaching Staff | <input type="text" value="02"/> | Students <input type="text" value="01"/> |
| | Alumni | <input type="text" value="01"/> | Others <input type="text" value="Nil"/> |
| 2.12 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"/> | | |
| 2.13 Seminars and Conferences (only quality related) | | | |
| (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC | | | |
| Total Nos | <input type="text" value="02"/> | International | <input type="text" value="Nil"/> |
| | National | <input type="text" value="Nil"/> | State |
| | <input type="text" value="Nil"/> | Institution Level | <input type="text" value="02"/> |

(ii) Themes

1. Importance of Research & Publication.
2. On Extracurricular activities by students.

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 |
|--|--|
| <ol style="list-style-type: none">1. To apply for new Degree Courses & Science (Honours) Course.2. Technology up Gradation.3. To purchase new Computers, Printer, White Boards Etc4. To make NSS Units, NCC and the Red Ribbon Club more socially involved.5. To construct a technology savvy Seminar hall.6. To encourage the faculty to be more involved in research works and publications.7. To encourage the faculty to participate in various seminars/conferences/symposia in greater number8. 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.9. Extension of Herbal plant garden.10. To maintain 100% PowerPoint classes.11. To construct more classrooms.12. To introduce a Cross Cultural studies & Academic Exchange Centre.13. To extend the library Building.14. To construct a permanent college canteen. | <ol style="list-style-type: none">1. Organized one UGC Sponsored National Level Seminar, One State Govt. Sponsored Inter National Level Seminar & One Self-sponsored State Level Seminar were organized.2. Desktop Computers (two), Printer (two), White Boards (ten) were purchased.3. Three new Class Rooms were constructed.4. NSS, NCC, and Red Ribbon Club were actively involved in the social awareness programmes.5. Two Minor Research Projects were submitted after completion.6. A number of faculty actively participated in seminars/conferences.7. 100% Classes are taken with the help of LCD & Overhead Projectors.8. A Cross Cultural studies & Academic Exchange Centre was introduced in Collaboration with Institute of Cross Cultural studies & Academic Exchange , NC, USA9. Library building extended.10. Permanent college canteen constructed. |

* 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 | 02 | | | |
| PG Diploma | | | | |
| Advanced Diploma | | | | |
| Diploma | | | | |
| Certificate | | | 02 | |
| Others | | | | |
| Total | | | | |
| 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 PED)

*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.

A Cross Cultural studies & Academic Exchange Centre was introduced in Collaboration with Institute of Cross Cultural studies & Academic Exchange , NC, USA

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. 05

| | | | | | | | | | | |
|---|------------------|---|----------------------|-----|------------|-----|--------|-----|-------|-----|
| 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 = 10

2.5 Faculty participation in conferences and symposia:

| | | | |
|------------------------------|---------------------|----------------|-------------|
| No. of Faculty | International level | National level | State level |
| Attended Seminars/ Workshops | Nil | Nil | Nil |
| Presented papers | 08 | 08 | Nil |
| 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 188

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 02 (members of Boards of Study)

2.10 Average percentage of attendance of students 82%

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 | 157 | Nil | Nil | 89.80 | Nil | 89.80 |
| B.A General | 805 | Nil | Nil | 4.97 | 68.57 | 73.54 |
| | | | | | | |

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, 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 | 01 |
| 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 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 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 | 02 | Nil | Nil | 02 |
| Outlay in Rs. Lakhs | 1,52,000.00 | Nil | Nil | 1,52,000.00 |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | Nil | Nil | Nil |
| Non-Peer Review Journals | Nil | 09 | Nil |
| e-Journals | Nil | Nil | Nil |
| Conference proceedings | Nil | 04 | Nil |

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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 | 1,52,000.00 | 1,52,000.00 |
| 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 | 1,52,000.00 | 1,52,000.00 |

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 | 01 | 01 | | | 01 |
| Sponsoring agencies | State Govt | UGC | | | Self |

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 | 10 | State level | Nil |
| National level | Nil | International level | Nil |

3.22 No. of students participated in NCC events:

| | | | |
|------------------|--|---------------------|--|
| University level | Nil | State level | Nil |
| National level | 08 | 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 | 01 | International level | Nil |

3.25 No. of Extension activities organized

| | | | |
|------------------|--|---------------|--|
| University forum | Nil | College forum | Nil |
| NCC | 05 | NSS | 08 |
| | | 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 | 28 | 03 | State Govt & Self | 31 |
| Laboratories | 03 | Nil | Self | 03 |
| Seminar Halls | 01 | Nil | Nil | 01 |
| No. of important equipments purchased (\geq 1-0 lakh) during the current year. | | 17 | UGC | |
| Value of the equipment purchased during the year (Rs. in Lakhs) | | 3.17 | UGC | |
| Others | | | | |

4.2 Computerization of administration and library

| |
|---|
| Library Automation System (Prepared by Aidni Infotech) |
|---|

4.3 Library services:

| | Existing | | Newly added | | Total | |
|---------------------------|----------|---------|-------------|--------|-------|---------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 16596 | 1719600 | 437 | 148323 | 17033 | 1867923 |
| Reference Books | 479 | 100300 | 20 | 4500 | 499 | 104800 |
| e-Books(Through Nlist) | 83000 | Nil | 14000 | Nil | 97000 | Nil |
| Journals | 12 | 36200 | Nil | Nil | 12 | 36200 |
| e-Journals(Through Nlist) | 5000 | Nil | Nil | Nil | 5000 | Nil |
| Digital Database | Nil | Nil | Nil | Nil | Nil | Nil |
| CD & Video | 36 | 4770 | 11 | 4500 | 47 | 9270 |
| Others (specify) | Nil | Nil | Nil | Nil | Nil | Nil |

4.4 Technology up gradation (overall)

| | Total Computers & Laptops | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|---------------------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 62 | 08 | 12 | 02 | 05 | 14 | 17 | 04 |
| Added | 02 | 00 | 00 | 00 | 02 | 00 | 00 | 00 |
| Total | 64 | 08 | 12 | 02 | 07 | 14 | 17 | 04 |

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 | 1.22 |
| iii) Equipments | 0.82 |
| iv) Others | 1.04 |
| Total | 3.09 |

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 |
|------|----|--------|--------|
| 2689 | | | |

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

| Men | No | % |
|-----|------|-------|
| | 1326 | 49.31 |

| Women | No | % |
|-------|------|-------|
| | 1363 | 50.69 |

| Last Year | | | | | | This Year | | | | | |
|-----------|------|----|-----|-----------------------|-------|-----------|------|----|-----|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 550 | 1632 | 09 | 206 | 01 | 2398 | 852 | 1623 | 16 | 197 | 01 | 2689 |

Demand ratio 46 : 35

Dropout% 11%

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

200

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

272

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 | <input type="text" value="0"/> | National level | <input type="text" value="0"/> | International level | <input type="text" value="0"/> |
| No. of students participated in cultural events | | | | | |
| State/ University level | <input type="text" value="18"/> | National level | <input type="text" value="0"/> | International level | <input type="text" value="0"/> |

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

| | | | | | |
|-----------------------------------|--------------------------------|----------------|--------------------------------|---------------------|--------------------------------|
| Sports : State/ University level | <input type="text" value="0"/> | National level | <input type="text" value="0"/> | International level | <input type="text" value="0"/> |
| Cultural: State/ University level | <input type="text" value="0"/> | National level | <input type="text" value="0"/> | International level | <input type="text" value="0"/> |

5.10 Scholarships and Financial Support

| | Number of students | Amount |
|--|--------------------|----------------|
| Financial support from institution | 119 | 70,065.00 |
| Financial support from government | 2087 | 1,00,17,600.00 |
| Financial support from other sources | Nil | Nil |
| Number of students who received International/ National recognitions | Nil | Nil |

5.11 Student organised / initiatives

Fairs : State/ University level

National level

International level

Exhibition: State/ University level

National level

International level

5.12 No. of social initiatives undertaken by the students

14 (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 programme.

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 follow 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) has 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.

Introduced a Cross Cultural studies & Academic Exchange Centre.

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

1. Organized one UGC Sponsored National Level Seminar, One State Govt. Sponsored Inter National Level Seminar & One Self-sponsored State Level Seminar were organized.
2. Desktop Computers (two), Printer (two), White Boards (ten) were purchased.
3. Three new Class Rooms were constructed.
4. NSS, NCC, and Red Ribbon Club were actively involved in the social awareness programmes.
5. Two Minor Research Projects were submitted after completion.
6. A number of faculty actively participated in seminars/conferences.
7. 100% Classes are taken with the help of LCD & Overhead Projectors.
8. A Cross Cultural studies & Academic Exchange Centre was introduced in Collaboration with Institute of Cross Cultural studies & Academic Exchange , NC, USA
9. Constructed a permanent college canteen.

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

To construct tech savvy seminar hall in the college to hold different level seminars , To increase the number of class rooms, to modernize Geography laboratory

1. To apply for new Degree Courses & Science (Honours) Course.
2. Technology up Gradation.
3. To purchase new Computers, Printer, White Boards Etc
4. To make NSS Units, NCC and the Red Ribbon Club more socially involved.
5. To construct a technology savvy Seminar hall.
6. To encourage the faculty to be more involved in research works and publications.
7. To encourage the faculty to participate in various seminars/conferences/symposia in greater number
8. 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.
9. Extension of Herbal plant garden.
10. To maintain 100% PowerPoint classes.
11. To construct more classrooms.
12. To introduce BIOMETRIC attendance system for staff , faculty and students
13. To install solar panels in college premises for self – sufficiency in the matter of electricity.
14. To construct a science block.
15. To proceed for filling up the vacant staff & faculty posts.
16. To apply for Community radio Scheme.

Name Dr. Paramita Ghosh

Name Prof. Susmita Pandit

Paramita Ghosh

Susmita Pandit

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC



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 |

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. 1ST 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, MARKSHEETS, 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. 2nd 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 – (2012-2013)
UNIVERSITY HOLIDAY LIST

| Particulars | No. of Day(s) | Day(s) of the week | Date(s) |
|---------------------------------|---------------|--------------------|----------------------------|
| Bhannu Jayanti | 1 | Sunday | 13 th July |
| Id-UI-Fitre | 1 | Tuesday | 29 th July |
| Independence Day | 1 | Friday | 15 th August |
| Janmastami | 1 | Sunday | 17 th August |
| Mahalaya | 1 | Tuesday | 23 rd September |
| Birthday of Gandhiji | 1 | Thursday | 2 nd October |
| Id-Uz-Zoha | 1 | Monday | 6 th October |
| Muharram | 1 | Tuesday | 4 th November |
| Birth day of Gurunanak | 1 | Thursday | 6 th November |
| Christmas Day | 1 | Thursday | 25 th December |
| New Year's Day | 1 | Thursday | 1 st January |
| Birthday of Swami Vivekananda | 1 | Monday | 12 th January |
| Birth day of Netaji | 1 | Friday | 23 rd January |
| Shree Panchami | 1 | Sunday | 25 th January |
| Republic Day | 1 | Monday | 26 th January |
| Dol Jatra | 1 | Thursday | 5 th March |
| Holi | 1 | Friday | 6 th March |
| Good Friday | 1 | Friday | 3 rd April |
| Birthday of Dr. B.R. Ambedkar | 1 | Tuesday | 14 th April |
| Bengali New Year's Day | 1 | Wednesday | 15 th April |
| May Day | 1 | Friday | 1 st May |
| Birthday of Rabindranath Tagore | 1 | Saturday | 9 th May |

VACATION LIST

| | | | |
|---------------|---------|---------------------|--|
| Puja Vacation | 28 days | Tuesday to Monday | 30 th September to 27 th October |
| Winter Recess | 6 days | Friday to Wednesday | 26 th December, 2014 to 31 st December, 2014 |
| Summer Recess | 45 days | Friday to Sunday | 17 th April to 31 st May |

COLLEGE ACTIVITY LIST

| Sl. No. | Particulars | Dates |
|---------|---------------------------------------|---|
| 1. | NSS Annual Special Camp | 24 th to 28 th February, 2015 |
| 2. | Fresher's Welcome | 20/09/2014 |
| 3. | College Foundation Day | 18 th November, 2014 |
| 4. | Cultural Programme/Social | 19 th & 20 th December, 2014 |
| 5. | College Student's Union Election Week | 19 th to 30 th January 2015 |
| 6. | Student's Election Date | 28/01/2015 |
| 7. | Annual Test | 16 th , 17 th , 18 th December, 2014 |
| 8. | Summer Recess | 17 th April to 31 st May |
| 9. | College Annual Sports | |
| 10. | N.B.U Exam Date | 06/04/2015 to 03/06/2015 |

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.