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	:	**Dr. Debkumar Mukhopadhyay**
	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. MHCOGN 18879) :

| March 31, 2007/242 |

1.4 Website address :

| www.maynaguricollege.org.in |

Web-link of the AQAR :

| http://maynaguricollege.org.in/doc/AQAR2015-16.pdf |

For ex. http://www.ladykeanecollege.edu.in/AQAR201516.doc

1.5 Accreditation Details

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

| 2015-16 |

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

1 AQAR **2011-12** submitted to NAAC on **23-12-2015** (DD/MM/YYYY)

2 AQAR **2012-13** submitted to NAAC on **23-12-2015** (DD/MM/YYYY)

3 AQAR **2013-14** submitted to NAAC on **23-12-2015** (DD/MM/YYYY)

4 AQAR **2014-15** submitted to NAAC on **23-12-2015** (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   Yes ☐   No ☐
(eg. AICTE, BCI, MCI, PCI, NCI)

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 [✓]   Science [✓]   Commerce [ ]   Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [ ]

Others (Specify) [   ]

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	**Nil**		
University with Potential for Excellence	**Nil**	UGC-CPE	**Nil**
DST Star Scheme	**Nil**	UGC-CE	**Nil**
UGC-Special Assistance Programme	**Nil**	DST-FIST	**Nil**
UGC-Innovative PG programmes	**Nil**	Any other *(Specify)*	**Nil**
UGC-COP Programmes	**Nil**		

2   IQAC Composition and Activities

2.1	No. of Teachers	**07 (Including Chairman & Co-ordinator)**
2.2	No. of Administrative/Technical staff	**01**
2.3	No. of students	**01(G.S of Students' Union)**
2.4	No. of Management representatives	**01 (G.B President)**
2.5	No. of Alumni	**01 (President of Alumni Association)**
2.6	No. of any other stakeholder and community representatives	**02**
2.7	No. of Employers/ Industrialists	**Nil**
2.8	No. of other External Experts	**01**
2.9	Total No. of members	**14**
2.10	No. of IQAC meetings held	**05**

2.11 No. of meetings with various stakeholders   **No** | 17 | Faculty | 06 |

Non-Teaching Staff Students | 06 | Alumni | 03 | Others | 02 |

2.12 Has IQAC received any funding from UGC during the year ?   **Yes** [ ]   **No** [✓]

If yes, mention the amount | N/A |

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos | 03 | International | Nil | National | Nil | State | Nil | Institution Level | 03 |

(ii) Themes	1. **Role of teachers and students in the quality improvement and sustenance in Higher Education.** 2. **Challenges in post NAAC Accreditation period.** 3. **Career advancement scheme orientation.**

2.14 Significant Activities and contributions made by IQAC

> 1. **Introducing the ICSC (Indigenous Cultural Study Centre)**
> 2. **Formation of Research Fund for Teachers amounting ₹ 75,000.00**

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 construct tech savvy seminar hall in the college to hold different level seminars , To increase the number of class rooms, to modernize Geography laboratory 2. Technology up Gradation. 3. To construct a second Digital Classroom. 4. To encourage the faculty to be more involved in research works and publications. 5. To encourage the faculty to participate in various seminars/conferences/symposia in greater number 6. Extension of Herbal plant garden. 7. To maintain regular PowerPoint classes. 8. To construct more classrooms. 9. Introducing rain water conservation. 10. To install solar panels in college premises for self – sufficiency in the matter of electricity. 11. To construct a science block. 12. To proceed for filling up the vacant staff & faculty posts. 13. To apply for Community radio Scheme. 14. Formation of an Indigenous Cultural Study Centre in the college campus 15. Extension of parking space for staff. 16. Up-gradation of Bio Waste Management Pit in the campus. 17. NSS, NCC, RCC, to be activity involved in community work. 18. Apply for new courses	1. Collaboration with Reliance JYO 4G Wi-Fi service. 2. A second Digital Classroom has been constructed. 3. One International and one National Seminar have been held. UGC grant for a National Level Seminar has been received. 4. Herbal plant garden has been extended. 5. Regular PowerPoint classes maintained. 6. Rain water conservation introduced. 7. Received a grant from State govt. for the construction of Science Block in the college campus. Construction work has been started. 8. The process for filling up the vacant faculty posts is on the verge of completion. 9. An Indigenous Cultural Study Centre in the college campus has been formed. 10. Parking space for staff has been extended 11. Bio Waste Management Pits in the campus has been up-graded. 12. Two teachers have joined Ph.D Programme. 13. Participation of faculty in seminars etc is satisfactory. 14. NSS, NCC, RCC activities satisfactory. 15. Education General introduced.

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 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.

> a. Department of Education has been introduced from the Academic session 2015-16.
> b. An Indigenous Cultural Study Centre in the college campus has been formed.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of Permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
08	**07**	**N/A**	**01**	**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	**8**	**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) = 16
Govt. Approved Contractual Teacher (cWTTS) = 01
Part-Time Teacher = 09
Guest Teacher = 14

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	**10**	**16**	**Nil**
Resource Persons	**01**	**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

197

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

03 (members of Boards of Study)

2.10 Average percentage of attendance of students

81%

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	**227**	Nil	Nil	89.80	Nil	85.90
B.A General	**1143**	Nil	Nil	5.33	5.77	60.10

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

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	Nil
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	Nil
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 Teacher-in-charge 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. This session IQAC has been instrumental in creating a research fund for the teachers.

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	**Nil**	**Nil**	**Nil**	**Nil**
Outlay in Rs. Lakhs	**Nil**	**Nil**	**Nil**	**Nil**

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 [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	Nil	Nil	Nil	Nil
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 *(other than compulsory by the University)*	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	Nil

3.7 No. of books published   i) With ISBN No   **Nil**   Chapters in Edited Books   **Nil**

                ii) Without ISBN No   **Nil**

3.8 No. of University Departments receiving funds from

UGC-SAP	**N/A**	CAS	**N/A**	DST-FIST	**N/A**
DPE	**N/A**		**N/A**	DBT Scheme/funds	**N/A**

3.9 For colleges

Autonomy	**Nil**	CPE	**Nil**	DBT Star Scheme	**Nil**
INSPIRE	**Nil**	CE	**Nil**	Any Other (specify)	**Nil**

3.10 Revenue generated through consultancy   **N/A**

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	**01**	**01**			
Sponsoring agencies	**College**	**UGC**			

3.12 No. of faculty served as experts, chairpersons or resource persons   **01**

3.13 No. of collaborations   International   **04**   National   Any other   **01**

3.14 No. of linkages created during this year   **Nil**

3.15 Total budget for research for current year in lakhs   **Nil**

     From Funding agency   **N/A**   From Management of University/College   **N/A**

     Total   **N/A**

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   **01**

     and students registered under them   **04**

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	**Nil**	State level	**Nil**
National level	**Nil**	International level	**Nil**

3.22 No. of students participated in NCC events:

University level	**Nil**	State level	**01**
National level	**01**	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	**01**
National level	**01**	International level	**Nil**

3.25 No. of Extension activities organized

University forum	**Nil**	College forum	**Nil**

NCC **08**   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. Awareness on drug addiction
5. Avoid Pollution
6. Save Environment Programme
7. Save Baby Girl Campaign
8. Cleanliness Mission
9. Awareness campaign against girl trafficking.
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	23	Nil	Nil	23
Laboratories	03	Nil	Self	03
Seminar Halls	01	Nil	Nil	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		20	OWN	
Value of the equipment purchased during the year (Rs. in Lakhs)		1.99	OWN	1.99
Others		25,000	NBU	25,000

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	17033	1867923	1025	153750	18058	2021673
Reference Books	499	104800	125	25000	624	129800
e-Books(Through Nlist)	97000	Nil	38000	Nil	135000	Nil
Journals	12	36200	Nil	Nil	12	36200
e-Journals(Through Nlist)	5000	Nil	1000	Nil	6000	Nil
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	47	9270	Nil	Nil	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	9.46
iii) Equipments	1.95
iv) Others	0.59
Total	**12.00**

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 centre, Xerox facility inside the campus which are available in the college. Available support services are also notified for the benefit of the students. IQAC also monitors and supervises all the student support services in the College. 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. Regular feedbacks from existing students, teachers, Non-teaching staff and guardians are also collected and analyzed to track the progression. Regular feedbacks from all the departments and student support services are also taken for the purpose.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2730			

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
1309	47.94

Women

No	%
1421	52.05

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
852	1632	09	206	01	2398	739	1768	24	194		2730

Demand ratio

48 : 36

Dropout%

10%

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

250

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, Student councelling cell, Career Counselling, Seminar, aptitude test, parents meet, psychological evaluation and guidance

No. of students benefitted	**300**

5.7 Details of campus placement

On campus			Off Campus
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), Women's Cell, Prevention of Sexual Harassment Cell 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 **09** National level **04** International level **0**

No. of students participated in cultural events

State/ University level **20** National level **0** International level **0**

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

Sports : State/ University level **0** National level **0** International level **0**

Cultural: State/ University level **0** National level **0** International level **0**

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	97	48,655.00
Financial support from government	3662	1,63,42,500.00
Financial support from other sources	05	22,800.00
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives

Fairs   : State/ University level | Nil | National level | Nil | International level | Nil |

Exhibition: State/ University level | Nil | National level | Nil | International level | Nil |

5.12 No. of social initiatives undertaken by the students | 16 |

5.13 Major grievances of students (if any) redressed: **01 (For building a permanent canteen)**

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), low price photocopy facility, free health check-up in health centre.

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. The passing our highest scorers of deferent departments donate plants for college garden.

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.

> 1. **Introduction of the ICSC (Indigenous Cultural Study Centre)**
> 2. **Formation of Research Fund for Teachers amounting ₹ 75,000.00**

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

> 1. Collaboration with Reliance JYO 4G Wi-Fi service.
> 2. A second Digital Classroom has been constructed.
> 3. One International and one National Seminar have been held. UGC grant for a National Level Seminar has been received.
> 4. Herbal plant garden has been extended.
> 5. Regular PowerPoint classes maintained.
> 6. Rain water conservation introduced.
> 7. Received a grant from State govt. for the construction of Science Block in the college campus. Construction work has been started.
> 8. The process for filling up the vacant faculty posts is on the verge of completion.
> 9. An Indigenous Cultural Study Centre in the college campus has been formed.
> 10. Parking space for staff has been extended
> 11. Bio Waste Management Pits in the campus has been up-graded.
> 12. Two teachers have joined Ph.D Programme.
> 13. Participation of faculty in seminars etc is satisfactory.
> 14. NSS, NCC, RCC activities satisfactory.
> 15. Education General introduced.

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. 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 introduce a Cine Club in the extracurricular section.
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. To maintain regular PowerPoint classes.
10. To construct more classrooms.
11. To introduce BIOMETRIC attendance system for staff , faculty and students
12. To install solar panels in college premises for self – sufficiency in the matter of electricity.
13. To proceed for filling up the vacant staff posts.
14. To apply for Community radio Scheme.
15. To construct a permanent open air theatre in the college ground.
16. To construct an indoor stadium.
17. To start a Community newspaper to be prepared and published by college students.
18. To formally introduce value education classes specific for the purpose.
19. To increase the number inter-departmental lectures by the teachers.
20. To introduce online feedback system for students, parents, alumni etc.

Name   **Dr. Paramita Ghosh**

Signature of the Coordinator, IQAC

Name   **Dr. Debkumar Mukhopadhyay**

Signature of the Chairperson, IQAC

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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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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 COMPUTERS – 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 IN THIS CURRENT SESSION.

   STUDENTS' FEEDBACK ON
   - TEACHING
   - INSTITUTIONAL PROVISIONS
   - CURRICULUM

   FEEDBACK OF TEACHERS, NON-TEACHING STAFF, PARENTS AND ALUMNI ON
   - INSTITUTIONAL PROVISION
   - CURRICULUM
   - TEACHING-LEARNING EVALUATION
   - INFRASTRUCTURE
   - GOVERNANCE

5. **PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED**

   - AT THIS STAGE, PROPENSITY TO USE THE SOFTWARE IS STILL VERY LOW.

6. **EVIDENCE OF SUCCESS**
   - THE HABIT OF PROVIDING FEEDBACK IS GROWING

ACADEMIC CALLENDER
Session – (2015-2016)

UNIVERSITY HOLIDAY LIST

Particulars	No. of Day(s)	Day(s) of the week	Date(s)
Bhanu Jayanti	1	Monday	13th July
Id-Ul-Fitre	1	Saturday	18th July
Independence Day	1	Saturday	15th August
Janmastami	1	Saturday	5th September
Id-Uz-Zoha	1	Friday	25th September
Birthday of Gandhiji	1	Friday	2nd October
Mahalaya	1	Monday	12th October
Muharram	1	Saturday	24th October
Pratipada	1	Thursday	12th November
Birth day of Gurunanak	1	Wednesday	25th November
Fateha Duaz Daham	1	Thursday	24th December
Christmas Day	1	Friday	25th December
New Year's Day	1	Friday	1st January
Birthday of Swami Vivekananda	1	Tuesday	12th January
Birth day of Netaji	1	Saturday	23rd January
Republic Day	1	Tuesday	26th January
Shree Panchami	1	Saturday	13th February
Dol Jatra	1	Wednesday	23rd March
Holi	1	Thursday	24th March
Good Friday	1	Friday	25th March
Birthday of Dr. B.R. Ambedkar & Bengali New year's Day	1	Thursday	14th April
May Day	1	Sunday	1st May
Birthday of Rabindranath Tagore	1	Sunday	8th May

VACATION LIST

Puja Vacation	28 days	Monday to Sunday	19th October to 15th November
Winter Recess	6 days	Friday to Wednesday	26th December, 2015 to 31st December, 2015
Summer Recess	45 days	Sunday to Tuesday	17th April to 31st May

COLLEGE ACTIVITY LIST

Sl. No.	Particulars	Dates
1	Fresher's Welcome	03 October, 2015
2.	College Foundation Day	18th November. 2015
3.	Cultural Programme/Social	16th & 17th December, 2015
4.	Annual Test	6th February 2016 to 20th February 2016
5.	Summer Recess	17th April to 31st May, 2016
6.	College Annual Sports	12 December, 2015
7.	N.B.U Exam Date	1st June to 20th July, 2016

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 - November onwards
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 June
Part III -1st week of June

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.