

## 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
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	Mobile	:	+91–9434005104
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	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/AQAR2016-17.pdf

For ex. <http://www.ladykeanecollege.edu.in/AQAR201617.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	B+	2.57	2016	04-Novembr-2021
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)

:

2016-17

### 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 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)
- 5 AQAR 2015-16 submitted to NAAC on 23-12-2016 (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 (PhysEdu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

### 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

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders

No  Faculty

Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

(ii) Themes

1. **English as a Global language: A challenge or reality?**
2. **Post NAAC Accreditation evaluation.**
3. **Recent guidelines on Research and Publication from UGC.**

**2.14 Significant Activities and contributions made by IQAC**

1. **Engage in English session introduced**
2. **Steps taken to introduce Annual Open Day**

**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 & Science (Honours) Course.	1. Applied for new courses.
2. Technology up Gradation.	2. Online Admission System for the 2 <sup>nd</sup> & 3 <sup>rd</sup> Year students' Final Admission and SMS Management system implemented.
3. To purchase new Computers, Printer, White Boards Etc	3. 10 new computers and laptops were bought.
4. To make NSS Units, NCC and the Red Ribbon Club more socially involved.	4. All the NSS and NCC units have been successfully engaged in social outreach programmes.
5. To introduce a Cine Club in the extracurricular section.	5. Cine club has been introduced at the basic level.
6. To encourage the faculty to be more involved in research works and publications.	6. Six teachers are pursuing Ph.D degrees under various universities.
7. To encourage the faculty to participate in various seminars/conferences/symposia in greater number.	7. The college G.B has taken steps to ensure active participation in various seminars/conferences/symposia/workshop.
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.	8. UGC sponsored National level seminar and ICPR special Lecture series have been held.
9. To maintain regular PowerPoint classes.	9. Regular PowerPoint classes maintained.
10. To construct more classrooms.	10. Construction of science Block is undergoing.
11. To introduce BIOMETRIC attendance system for staff , faculty and students	11. The process to introduce Biometric attendance system for staff, faculty and students is under process.
12. To install solar panels in college premises for self – sufficiency in the matter of electricity.	12. Efforts are underway to install solar panels.
13. To proceed for filling up the vacant staff posts.	13. The process for filling up the vacant faculty posts has been completed.
14. To apply for Community radio Scheme.	14. Efforts are underway to introduce community radio scheme.
15. To construct a permanent open air theatre in the college ground.	15. Efforts are underway to construct a permanent open air theatre.
16. To construct an indoor stadium.	16. Efforts are underway to construct an indoor stadium.
17. To start a Community newspaper to be prepared and published by college students.	17. Efforts are underway to start a community news paper.
18. To formally introduce value education classes specific for the purpose.	
19. To increase the number of inter-departmental lectures by the teachers.	
20. To introduce online feedback system for	

students, parents, alumni etc.	18. Value education classes introduced. 19. The number of Inter departmental lectures has been increased. 20. Online feedback system partially introduced.
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\* 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	10			
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
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1.5 Any new Department/Centre introduced during the year. If yes, give details.

a. A Study Centre for Netaji Subhash Open University has been introduced in the college.
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**Criterion – II**

**2. Teaching, Learning and Evaluation**

2.5 Total No. of Permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	16	15	N/A	01	N/A

2.6 No. of permanent faculty with Ph.D. 08

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
	8	0	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 = 08**

**Guest Teacher = 12**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	18	20	Nil
Presented papers	18	20	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.
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2.7 Total No. of actual teaching days during this academic year **206**

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 **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>B.A Honours</b>	<b>223</b>	Nil	Nil	76.6	Nil	76.68
<b>B.A General</b>	<b>969</b>	Nil	Nil	3.63	68.42	71.00

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	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	04
Summer / Winter schools, Workshops, etc.	Nil
Others	05

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	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	06	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	05	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 **01** 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		<b>01</b>			
Sponsoring agencies		<b>UGC</b>			

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

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

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

3.15 Total budget for research for current year in lakhs **0.75 lakh**

From Funding agency **N/A** From Management of University/College **College**  
 Total **0.75 lakh**

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 NA SRF NA Project Fellows NA Any other NA

3.21 No. of students Participated in NSS events:

University level	<span style="border: 1px solid black; padding: 2px 10px;">Nil</span>	State level	<span style="border: 1px solid black; padding: 2px 10px;">Nil</span>
National level	<span style="border: 1px solid black; padding: 2px 10px;">Nil</span>	International level	<span style="border: 1px solid black; padding: 2px 10px;">Nil</span>

3.22 No. of students participated in NCC events:

University level	<span style="border: 1px solid black; padding: 2px 10px;">Nil</span>	State level	<span style="border: 1px solid black; padding: 2px 10px;">25</span>
National level	<span style="border: 1px solid black; padding: 2px 10px;">02</span>	International level	<span style="border: 1px solid black; padding: 2px 10px;">Nil</span>

3.23 No. of Awards won in NSS:

University level	<span style="border: 1px solid black; padding: 2px 10px;">Nil</span>	State level	<span style="border: 1px solid black; padding: 2px 10px;">Nil</span>
National level	<span style="border: 1px solid black; padding: 2px 10px;">Nil</span>	International level	<span style="border: 1px solid black; padding: 2px 10px;">Nil</span>

3.24 No. of Awards won in NCC:

University level	<span style="border: 1px solid black; padding: 2px 10px;">Nil</span>	State level	<span style="border: 1px solid black; padding: 2px 10px;">Nil</span>
National level	<span style="border: 1px solid black; padding: 2px 10px;">Nil</span>	International level	<span style="border: 1px solid black; padding: 2px 10px;">Nil</span>

3.25 No. of Extension activities organized

University forum	<span style="border: 1px solid black; padding: 2px 10px;">Nil</span>	College forum	<span style="border: 1px solid black; padding: 2px 10px;">Nil</span>
NCC <span style="border: 1px solid black; padding: 2px 10px;">08</span>	NSS <span style="border: 1px solid black; padding: 2px 10px;">15</span>	Any other	<span style="border: 1px solid black; padding: 2px 10px;">02</span>

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

1. Medical Camp
2. Consumer Awareness programme.
3. AIDS Awareness Programme
4. Awareness on drug addiction
5. Gender sensitisation programme
6. Save Environment Programme
7. Blood group identification camp
8. Cleanliness Mission
9. Awareness campaign against girl trafficking.
10. Thalassaemia detection camp.
11. Literacy Camp
12. Blood Donation Camp

## 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 ( $\geq$ 1-0 lakh) during the current year.		37	Govt Grant UGC Grant Own	37
Value of the equipment purchased during the year (Rs. in Lakhs)		1.97 2.22 3.74	OWN	7.93
Others		Rs. 3,00,000	NBU	3,00,000

#### 4.2 Computerization of administration and library

Library Automation System (Prepared by Graphicom)
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#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	18058	2021673	29	7278	18087	2028951
Reference Books	624	129800	15	4480	639	134280
e-Books(Through Nlist)	135000	Nil	3000000+	Nil	3135000+	Nil
Journals	12	36200	Nil	Nil		
e-Journals(Through Nlist)	6000	Nil	Nil	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	64	08	12	02	07	14	17	04
Added	10	03	00	00	02	01	04	00
Total	74	11	12	02	09	15	21	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	10.44
iii) Equipments	1.00
iv) Others	10.24
<b>Total</b>	<b>21.68</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 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
5403			

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

Nil

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

Nil

Men	No	%
	2458	45.59

Women	No	%
	2933	54.41

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1335	3177	37	382	00	4931	1568	3396	38	409	12	5403

Demand ratio **45 : 38**

Dropout% **22%**

#### 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 discusses about providing a formal course for guiding students for competitive examinations like SSC & PSC Coaching

No. of students beneficiaries

**650**

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

NET	<b>Nil</b>	SET/SLET	<b>Nil</b>	GATE	<b>Nil</b>	CAT	<b>Nil</b>
IAS/IPS etc	<b>Nil</b>	State PSC	<b>02</b>	UPSC	<b>Nil</b>	Others	<b>Nil</b>

### 5.6 Details of student counselling and career guidance

Remedial Coaching, Student counseling cell, Career Counseling, Seminar, aptitude test, parents meet, Entry level coaching.

No. of students benefitted	900
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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), 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	<b>65</b>	National level	<b>0</b>	International level	<b>0</b>
No. of students participated in cultural events			<b>0</b>		<b>0</b>
State/ University level	<b>0</b>	National level	<b>0</b>	International level	<b>0</b>

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

Sports : State/ University level	<b>05</b>	National level	<b>0</b>	International level	<b>0</b>
Cultural: State/ University level	<b>0</b>	National level	<b>0</b>	International level	<b>0</b>

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	55	24,960
Financial support from government	3972	1,78,74,000.00
Financial support from other sources	04	40800.00
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**

**5.13 Major grievances of students (if any) redressed:**

01 (lack of class room)

## 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 encourages 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), 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 and other orientation programmes have 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.

1. *Engage in English* session introduced
2. Steps taken to introduce Annual Open Day

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

1. Applied for new courses.
2. Online Admission System for the 2<sup>nd</sup> & 3<sup>rd</sup> Year students' Final Admission and SMS Management system implemented.
3. 10 new computers and laptops were bought.
4. All the NSS and NCC units have been successfully engaged in social outreach programmes.
5. Cine club has been introduced at the basic level.
6. Six teachers are pursuing Ph.D degrees under various universities.
7. The college G.B has taken steps to ensure active participation in various seminars/conferences/symposia/workshop.
8. UGC sponsored National level seminar and ICPR special Lecture series have been held.
9. Regular PowerPoint classes maintained.
10. Construction of science Block is undergoing.
11. The process to introduce Biometric attendance system for staff, faculty and students is under process.
12. Efforts are underway to install solar panels.
13. The process for filling up the vacant faculty posts has been completed.
14. Efforts are underway to introduce community radio scheme.
15. Efforts are underway to construct a permanent open air theatre.
16. Efforts are underway to construct an indoor stadium.
17. Efforts are underway to start a community news paper.
18. Value education classes introduced.
19. The number of Inter departmental lectures has been increased.

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 and NCC units more socially involved.
5. To make the Cine Club more active.
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 introduce Annual Open Day programme.
10. To construct more classrooms.
11. To introduce BIOMETRIC attendance system for staff, faculty and students.
12. . To proceed for filling up the vacant Non Teaching Post.
13. To construct a permanent open air theatre in the college ground.
14. To extend the parking slot for the staff.
15. To start a Community newspaper to be prepared and published by college students.
16. To increase the number of inter-departmental lectures and invited lectures for the students.
17. To update the College website.
18. To act on the various recommendations offered by the NAAC peer team during the last visit to the college.
19. To introduce e-pay system for administrative purpose.

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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## 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

- THE COLLEGE 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. 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 IN THIS CURRENT SESSION.

**STUDENTS’ FEEDBACK ON**

- TEACHING - LEARNING
- INSTITUTIONAL INFRASTRUCTURE
- OFFICE AND ADMINISTRATION
- LIBRARY AND LABORATORY

**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 – (2016-2017)

## UNIVERSITY HOLIDAY LIST

Particulars	No. of Day(s)	Day(s) of the week	Date(s)
BhanuJayanti	1	Wednesday	13 <sup>th</sup> July
Independence Day	1	Monday	15 <sup>th</sup> August
Janmastami	1	Thursday	25 <sup>th</sup> August
Id-Uz-Zoha	1	Monday	12 <sup>th</sup> September
Mahalaya	1	Friday	30 <sup>th</sup> September
Birthday of Gandhiji	1	Sunday	2 <sup>nd</sup> October
Birth day of Gurunanak	1	Monday	14 <sup>th</sup> November
FatehaDuazDaham	1	Tuesday	13 <sup>th</sup> December
Christmas Day	1	Sunday	25 <sup>th</sup> December
New Year's Day	1	Sunday	1 <sup>st</sup> January
Birthday of Swami Vivekananda	1	Thursday	12 <sup>th</sup> January
Birth day of Netaji	1	Monday	23 <sup>rd</sup> January
Republic Day	1	Thursday	26 <sup>th</sup> January
Shree Panchami	1	Wednesday	1 <sup>st</sup> February
DolJatra	1	Sunday	12 <sup>th</sup> March
Holi	1	Thursday	13 <sup>th</sup> March
Good Friday	1	Friday	14 <sup>th</sup> April
Birthday of Dr. B.R. Ambedkar&	1	Friday	14 <sup>th</sup> April
Bengali New year's Day	1	Saturday	15 <sup>th</sup> April
May Day	1	Monday	1 <sup>st</sup> May
Birthday of Rabindranath Tagore	1	Tuesday	9 <sup>th</sup> May

## VACATION LIST

Puja Vacation	28 days	Friday to Thursday	7 <sup>th</sup> October to 3 <sup>rd</sup> November
Winter Recess	6 days	Monday to Saturday	26 <sup>th</sup> December, 2016 to 31 <sup>st</sup> December, 2016
Summer Recess	45 days	Sunday to Tuesday	17 <sup>th</sup> April to 31 <sup>st</sup> May

## COLLEGE ACTIVITY LIST

Sl. No.	Particulars	Dates
1	Fresher's Welcome	15 <sup>th</sup> September, 2016
2.	College Foundation Day	18 <sup>th</sup> November, 2016
3.	Cultural Programme/Social	20 <sup>th</sup> & 21 <sup>st</sup> December, 2016
4.	Annual Test	25 <sup>th</sup> January 2017 to 31 <sup>st</sup> January 2017
5.	Summer Recess	17 <sup>th</sup> April to 31 <sup>st</sup> May, 2017
6.	College Annual Sports	14 <sup>th</sup> December, 2016
7.	N.B.U Exam Date	3 <sup>rd</sup> April 2017 to 2 <sup>nd</sup> June, 2017

**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.