Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**MAYNAGURI COLLEGE**
Name of the head of the Institution	**Prof. Susmita Pandit**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03561234298**
Mobile no.	**8250437213**
Registered Email	**collegemaynaguri@gmail.com**
Alternate Email	**maynaguricollege@rediffmail.com**
Address	**Maynaguri College, P.O Maynaguri, Jalpaiguri**
City/Town	**Maynaguri**
State/UT	**West Bengal**
Pincode	**735224**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Paramita Ghosh**
Phone no/Alternate Phone no.	**03562234298**
Mobile no.	**9475909166**
Registered Email	**maynaguricollegeiqac@gmail.com**
Alternate Email	**collegemaynaguri@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://maynaguricollege.org.in/doc/AQAR2017-18.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://maynaguricollege.org.in/iqac/AcademicCalendar2018-2019.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity Period From	Validity Period To
1	**B**	**.72**	**2007**	**31-Mar-2007**	**30-Mar-2012**
2	**B+**	**2.57**	**2016**	**05-Nov-2016**	**04-Nov-2021**

6. Date of Establishment of IQAC	**02-Jul-2007**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Department of Philosophy	ICPR, Periodical Lecture Series	ICPR	2019 4	10000
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Workshops conducted for Teaching and Nonteaching staffs and students for administrative and academic purposes.

Ensured a smooth introduction of CBCS for students and staffs.

Anchored the documentation work and assisted with the physical verification process during the CAG team visit.

Departmental Bridge Courses for 04 (Four) more subjects introduced.

Initiated an Academic and Administrative Exchange programme with another institution.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
No Data Entered/Not Applicable!!!	
View File	

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Governing Body	29-Feb-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**Yes**
Date of Visit	**18-Dec-2018**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2020**
Date of Submission	**22-Jan-2019**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**Admissions of all the classes are held online. Application Forms for admission are available on the website, as per the University guidelines. Selection of candidates is done by software so that absolute transparency is maintained and merit is given due credit. Data required by the University is sent online based on the information drawn from the Application Forms for admission. The College maintains Students' Database which is updated regularly. All relevant information regarding the college, notices, announcements and tenders are uploaded on the website. All Fees are paid online in the bank. Likewise, fees for University Examination and courses are also remitted online. SMS through notification gateway is sent to parents regarding low attendance and academic**

performance etc. Information regarding special classes and admissions are also communicated to the students through SMS. Information is disseminated through college website and through the use of social media. Both the Teaching and the NonTeaching Staffs are informed through SMS, Whatsapp groups and verbally through meetings. Staff salary notification and generation of salary slips is done online through FMHS. Finance Accounting MIStransaction with bank is conducted online. All the housekeeping activities of the Library are run through the Integrated Library Management software provided by Graphicom. Online catalogue of the Library which is available on the college website can be accessed by the students through OPAC. Faculty and the students can access the eresources through the individual login ids that are provided by the Library.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

While the academic curriculum and its calendar are governed by the University of North Bengal, careful introspection and sustained implementation of the planning is supervised by the college authorities in order to ensure the delivery process over the period of the academic year. The College meticulously develops action plans taking into account the objectives of the curriculum, the number of teachers and students and the infrastructure available. Towards this end, assiduous planning is done by the College before the beginning of each academic year. Before the commencement of the academic year, the Academic Committee of the college, comprising of all the Head of the Departments, plans and ensures effective and timely implementation of the curriculum through infrastructural planning in terms of aspects such as Departmental resources and teaching-learning planning for the session, number of classrooms, tutorial blocks, availability of books and academic resources and also the exam schedules. Broad guidelines of delivery, pace and assessment are decided in both the Academic Committee and subject-wise Departmental meetings which are then documented in the form of minutes. Faculty has the freedom to decide the pace and transmission of the curriculum within the time frame and requirements of the University. Further, as a review mechanism, departmental meetings, Teachers' Council meetings and formal and informal feedback mechanisms ensure changes in the strategy and action plan, if any, are incorporated on a timely and need-oriented basis. The academic plan is transitioned into effective action through lectures, presentations, assignments, seminars, workshops and discussions. Syllabus is made available to the students in the beginning of the academic session and objectives, lesson plan and expected outcomes are well explained during the introductory lecture. Departmental Bridge Courses are also being held by quite a many departments to facilitate the transition from the

school level education to the undergraduate syllabus. Besides traditional lectures and seminars, infrastructure for the use of ICT in classrooms, like power point presentations, smart boards and audio-visual support are all available to make the delivery of the curriculum enabling and interesting for the students. Tutorials are held with mentoring and participative learning encouraged. Internal assessment is done transparently with examined scripts shown to students. Inter-personal skills are enhanced through a selective Mentoring system.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	**BA Genral**	**01/07/2018**
BA	**BA Honours in Bengali**	**01/07/2018**
BA	**BA Honours in English**	**01/07/2018**
BA	**BA Honours in Geography**	**01/07/2018**
BA	**BA Honours in History**	**01/07/2018**
BA	**BA Honours in Political Science**	**01/07/2018**
BA	**BA Honours in Philosophy**	**01/07/2018**
BA	**BA Honours in Sanskrit**	**01/07/2018**
BSc	**B.Sc Honours in Mathematics**	**01/07/2018**
BSc	**B. Sc General**	**01/07/2018**

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	**Nil**	**Nil**

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Socio Economic Survey at Mylliem Village in East Khasi Hill, Shillong Meghalaya.	25
BA	Preparing a list of the economic plants available in the college campus.	2406
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
IQAC collects the feedback from the students in two different levels. Firstly, at the departmental level where all the 1st, 2nd and 3rd year Hons students are supplied with a set of questionnaires pertaining to teaching learning aspects only. Here, students are free to assess the teachers individually in the areas like syllabus coverage by teachers, teaching ability and communication skills. The collected data is analysed by the Academic and Administrative Audit Committee (AAAC) and presented to the head of the institution for discussion and debate. The Teacher-in-Charge intervenes and addresses possible areas of improvement. She also evaluates these with each teacher, motivating her/him to look at specific areas where growth is needed. Secondly, feedback is collected from the final year students every year in an inclusive way by covering all areas like teaching and learning, college infrastructure, Office and Administration and Library and Laboratory. These set of questionnaires include the student satisfaction survey queries on teaching-learning process as recommended in NAAC criterion. Beside this, separate proforma is circulated by the IQAC through which the IQAC solicits quality feedback and suggestions from faculty, non-teaching staffs, parents/guardian and the college alumni.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Physics, Chemistry, Mathematics	31	205	11
BSc	Bsc Honours in Mathematics	15	166	14

BA	BA Honours in Sanskrit	30	806	20
BA	BA Honours in Philosophy	30	544	20
BA	BA Honours in Bengali	105	1498	92
BA	BA Honours in Political Science	59	617	53
BA	BA Honours in Geography	44	525	40
BA	BA Honours in History	93	828	84
BA	BA Honours in English	82	650	71
BA	Eng, Beng, Hist, Geo, Pol Sc, Philo, Sans, Edu, Socio, Phy Ed, EVS.	2813	4665	2488

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2893	Nill	65	Nill	Nill

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
65	39	4	4	2	5

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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The institution has well-defined students mentoring system wherein individual attention is being provided to each and every student admitted under the Honours Programme. Faculty members are nominated by the College to be section-wise mentors. Students are divided into groups and each group is allocated a separate faculty member to look into the students' well-being in every sense (a batch of 15-20 students per mentor). Students can seek advice of their allocated faculty not only in the field of education but also towards their career progression and future endeavours. The Mentors counsel the respective students once in a week, to solve, among other things, the problems they come across during their course of study. The primary objectives of the

Mentoring System at the college are to improve the mentee's communication and personal skills, to develop her/his leadership and management qualities, to reinforce the mentee's study skills and knowledge of the subject, increase the mentee's confidence and motivation and to generate a sense of belonging with the college and the society at large in her/his mind. Orientation programmes and regular workshops are also conducted in order to sensitize the students about the various aspects of the College and also their careers. While the Mentorship programme is extended to the Honours course students of the college, efforts are under way to include the Program Course students in it too.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
937	65	1:14

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
65	65	Nill	5	8

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Continuous Internal Evaluation in our institution is carried out in a systematic method. Since it is a continuous method, the evaluation is performed throughout the year through different methods like Seminars, Term papers, Class presentations, Written Tests, Surprise oral or written tests, Project Works etc., which help the students learn more within the classroom Teaching – Learning Process. From this session, because of the introduction of the Choice Based Credit System, the Departments have been offered a range of choices to conduct the Internal Evaluation as per the requirements of the students and the subjects they are studying. And as these evaluations carry marks to be considered for the students' SGPA, the college has provided full freedom to the individual departments to choose their modes for Internal Evaluation instead of imposing a uniform Evaluation system. The overall Internal evaluation process is every year assessed by the Academic Committee in the end of an academic session so as to find out method to improve the system and the overall result of the institution.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250

words)

As an affiliated institution, the college adheres to the North Bengal University calendar. In addition to this, an Academic College Calendar is prepared and printed which contains a list of all the interactive and innovative programmes to be conducted by the college, both at the faculty and student level. Detailed schedules with dates are given for Annual Test and Final Examination. Within the College academic calendar, the schedules for Continuous Internal Assessment are also included for which the students take preparations accordingly. The schedule is published in the institution's website, notice board and made known to the students through Departmental Notice Boards by the Heads of the Departments. An IQAC Calendar is also prepared this enumerates academic programmes and activities for quality enhancement to be held in the college. When new programmes to enable quality enhancement are offered during the course of the year, these are availed of for the benefit of the staff and students. The IQAC evaluates such activities during their meetings.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://www.maynaguricollege.ac.in/college/iqac/po

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BSc	BSc	B.Sc Program/General	8	5	62.5
MTMH	BSc	B.Sc Honours in Mathematics	9	4	44.44
SANH	BA	BA Honours in Sanskrit	22	22	100
PHIH	BA	BA Honours in Philosophy	15	15	100
BNGH	BA	BA Honours in Bengali	68	58	85.29
PLSH	BA	BA Honours in Political Science	23	18	78.26
GEOH	BA	BA Honours in Geography	28	26	92.85
HISH	BA	BA Honours in History	73	57	78.08
ENGH	BA	BA Honours in English	38	27	71.05
BA	BA	BA Program/General	993	397	39.97
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

 http://maynaguricollege.org.in/iqac/StudentsSatisfactionSurveyQuestionnaire2018-19.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Introduction to IPR and IPR Issues	IQAC	27/08/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
00	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Political Science	1	00
National	Philosophy	1	00
International	Geography	1	00

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	11	22	8	8
Resource persons	Nill	Nill	Nill	2
Attended/Seminars/Workshops	Nill	Nill	Nill	12
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
00	00	00	Nill
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swachh Bharat Drive	NCC, Maynaguri College in collaboration with Maynaguri Police Station	Cleanliness Drive	14	108
AIDS Day Awareness programme.	NCC, NSS, Red Ribbon Club, Maynaguri College in collaboration with Lions Club, Maynaguri	Rally and discussion	48	521
Women Empowerment: Rhetoric Vs Reality	Women's Cell Maynaguri College in collaboration with JLC, Jalpaiguri	Lecture with PPT	26	670
Awareness Camp on Preventing Open Defecation	NSS, Maynaguri College in collaboration with Domahani-I Gram Panchayat	Rally and discussion	29	623
Environmental Awareness Camp	Eco Club, Maynaguri College in collaboration with SPOAR, Jalpaiguri	Lecture and Group Discussion	43	1136
Lecture on Feminist Movement	Women's Cell, Maynaguri College in collaboration with JLC, Jalpaiguri	Lecture and QA	27	856
Awareness Camp on Consumer Rights	NSS Maynaguri College and JOBCARD, Jalpaiguri	Lecture and discussion	39	840
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Faculty Exchange Programme	61	Maynaguri College, Parimal	30

Student Exchange Programme	1095	Maynaguri College, Parimal Mitra Smriti Mahavidyalaya and Dewanhat Mahavidyalaya.	12

Mitra Smriti Mahavidyalaya and Dewanhat Mahavidyalaya.

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
MoU	Academic and Administrative Resources Exchange	Dewanhat Mahavidyalaya	01/07/2018	30/06/2019	236

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Dewanhat Mahavidyalaya	20/11/2018	Academic and Administrative facilities	336

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
6475600	6158248

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing

Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Others	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Advanced Educational Library Management System	Partially	46	2010

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	18288	2083561	528	111883	18816	2195444
Reference Books	653	135780	61	5524	714	141304
e-Books	3135000	Nill	Nill	Nill	3135000	Nill
Journals	12	36200	Nill	Nill	12	36200
e-Journals	1600	Nill	Nill	Nill	1600	Nill
Digital Database	Nill	Nill	Nill	Nill	Nill	Nill
CD & Video	47	9270	Nill	Nill	47	9270
Library Automation	1	20000	Nill	Nill	1	20000
Weeding (hard & soft)	Nill	Nill	Nill	Nill	Nill	Nill
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	74	11	12	2	9	15	21	100	5
Added	2	0	0	0	0	2	0	0	0
Total	76	11	12	2	9	17	21	100	5

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

<div align="center">

100 MBPS/ GBPS

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4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
846500	671890	2565000	2154899

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The College has a Maintenance Committee for formulating and executing the required procedures and policies for maintaining and utilizing physical, academic and support facilities. This Committee plays an active role in the maintenance of the infrastructural support facilities. A Complaint Register is maintained for reporting malfunctioning, damage and need for repair of every physical support facilities. The Committee maintains a Stock Register for both the immovable and movable properties of the College and also chalks out a plan for maintenance of fixed assets. Certain physical supports facilities like hardware and software maintenance of the computers are done through renewable Annual Maintenance Contracts. Generator is maintained by Ascension Service, photocopy machines by Copier World. The College website is maintained by City Task, Library software, i.e., and software related to office and admission i.e., Advanced Educational Institute Management System is maintained by Graphicom. Up gradation of the computer systems is generally done on quarterly basis. To fulfil the emergency demands, individual system up gradation is carried out keeping in mind the need for update, deployment and maintenance of the computers in the institution.

http://maynaguricollege.org.in/iqac/MaintenanceProcedures2017-18.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	**Half freeships**	**70**	**26700**
Financial Support from Other Sources			
a) National	**Post-Matric Scholarships, Talent Support Portal (TSP), National Scholarship Portal (NSP), Swami Vivekananda Merit cum means (SVMCM) scholarship, Kanyashree, Sutrishna Ghosh Scholarship, Akrurmani Gope Scholarship.**	**4152**	**28947660**
b)International	**Badriprasad Chhawchharia Student Scholarship**	**20**	**41000**
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	**Competitive Exam Coaching**	**1256**	**Nill**	**53**	**33**
2018	**MA Entrance Coaching**	**234**	**Nill**	**141**	**141**
2019	**Career Counselling**	**Nill**	**4578**	**194**	**226**
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	10

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
00	Nill	Nill	00	Nill	Nill
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	132	B.A (Honours), B.Sc (Honours)	Bengali, English, Geography, Political Science, History, Mathematics, Sanskrit, Philosophy	North Bengal University, Cooch Behar Panchanan Barma University, Presidency University, Benaras Hindu University, Rabindra Bharati University, Gour Banga University, IGNOU	M.A, M.Sc.
2019	56	B.A (Honours & General)	Bengali, English, Geography, Political Science, History, Sanskrit, Philosophy	Various B.Ed colleges under NBU, PBU, RBU, BU, CU.	B.Ed
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	2
SET	2
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year		
Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Student Council is an integral part of the college, in terms of academics as well as administration. The college has an active Student Council and represents the students on academic and administrative bodies and committees of the Institution. The Student Council is a democratic body of students responsible for the overall functioning of all the sections where the benefit of the students is involved. They assist the college administration to maintain discipline on campus and take an active role in keeping the campus clean. Students also take an active role in extension activities and are involved in community projects of the College. The General Secretary (GS) of the Student's Council is the member of IQAC and GB of the Institution. The various elected Class Representatives (CR) have also representation in a number of important Club/ Cell/ Committees like Students Welfare Committee, Cultural Committee, Anti-Ragging Committee, etc and they play a crucial part in organizing requisite activities and programmes of these committees. All the CRs support and promote different Club/ Cell/ Committees and encourage participation among students to promote vibrant campus life. They also act as the liaison between the Principal/Teacher-in-Charge, faculty, office and the student body as a whole.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Maynaguri College Alumni Association was registered on 27.01.2017. The activities of the Alumni Association are mainly carried out by quarterly meetings of the association. Special meetings are also conducted based on the urgency of the matters. Apart from that, in the annual general meeting of the association the previous years agenda and activities are reviewed and next years agenda is drawn out. Activities undertaken by the association in the last academic year include: • Thalassemia Camp, to contribute blood to the Blood Bank of Jalpaiguri District Hospital. • Non financial contribution made by the alumni in the form of donating Almirah, Text books, Benches, white Boards, Notice Boards and fans. • Workshop on Tourism and Tea management. • Contributing (23,713/-) towards the admission fees of a number of financially weak but meritorious students during the admission time. • Demonstration on fire safety by Maynaguri Fire Brigade. • Special Classes conducted by the alumni for economically disadvantaged students.

5.4.2 – No. of enrolled Alumni:

846

5.4.3 – Alumni contribution during the year (in Rupees) :

23713

5.4.4 – Meetings/activities organized by Alumni Association :

4

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Two practices of decentralization and participative management during the last year were: 1. Participation of various Committees in college administration 2. Successful implementation of feedback mechanism from various stakeholders. Maynaguri college encourages participation of all stakeholders in almost all the major aspects of decision-making. The Governing Body of the college which is the highest decision making body in the college has representation from both the teaching and the non-teaching staff and also the students. Representations from all the stakeholders have been encouraged in order to make the entire decision-making democratic, participative and decentralized. Likewise, the IQAC too has representation from the all possible sections from and outside of the college to help the college administration to manage the college affairs in a way that ensures efficiency and quality. The college has a Teachers' Council which is the highest body representing the Teachers within the college. Every major decision with regard to the academic planning and delivery, infrastructure, financial strategies are taken after discussions in the Teachers' Council. Before the commencement of the academic year, the Academic Committee of the college, comprising of all the Heads of all the Departments, plan and ensure effective and timely implementation of the curriculum through infrastructural planning in terms of aspects such as number of classrooms, tutorial blocks, availability of books and academic resources and also the exam schedules. The curriculum is suitably enriched to be representative of stakeholders' expectations in catering to needs of the society, economy and the environment. The college has a Finance Committee which includes both the academic and the administrative staffs, to chalk out and execute plans for the development of College infrastructure. The Campus Maintenance Committee which again comprises of the faculty, administrative support staffs and the students' representative is responsible for the maintenance of the physical and academic infrastructure which includes both the movable and immovable properties within the college campus. The Feedback mechanism has been prepared to take feedback from all the major stakeholders thus ensuring democratic and participative management in the best way possible. The Academic and Administrative Audit Committee which reviews and scrutinizes academic and administrative practices on a yearly basis is one of the best examples of decentralization and participative management too. In addition, we also have the Admission and Examination Committees for the smooth conduct of the online admission process and the examinations.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details

Admission of Students	Maynaguri College follows the affiliating University's norms for admission. Admission is announced through website, local newspapers and college notice board. The admission form and prospectus are made available in the website and hard copies of form with guidelines in the college office. The admission process is made fair and smooth with the proper verification of documents of the students to be admitted by the faculties of the institution.
Industry Interaction / Collaboration	IQAC has representation from Industry. Various Committees like the Career Counselling Cell arrange regular sessions for students in collaboration with the Industry too.
Human Resource Management	College has created various bodies and committees to facilitate the smooth management of the Human Resources. Students are given opportunities to develop leadership potential, planning and organizing skills through the various leadership roles in the student senate, clubs and extension activity clubs.
Library, ICT and Physical Infrastructure / Instrumentation	A separate building for Science department is being constructed with all the basic facilities like separate staff rooms for teachers, washrooms for boys and girls. Virtual room with Smart board facility has been created. Renovation of the Common Room for girls has been done.
Research and Development	The College encourages Research Development through the Research Committee which works efficiently towards production of quality research work. The Faculty are involved in research and development extensively. The college also has a Research Fund for the teachers. The College allocates research grants, provided by the government to the faculty in order to support them to conduct their research work smoothly. The Institution has a large number of research projects from Government bodies. Faculty members are actively involved in presenting research papers in International and National Conferences organized both within and outside the country. The Research Committee holds regular meetings and programmes and presentations to broaden the academic

	perspectives.
Examination and Evaluation	The Final Examination and Evaluation modules are maintained by the University of North Bengal. As for the Internal Assessments conducted by the college, all year round evaluation through class tests, tutorials, and student seminars/presentations keep the students in touch with their subject. Due to the introduction of CBCS, the students are also to appear in the Internal Evaluation before their Semester end examinations. The modes of these Internal Evaluations are followed according to the guidelines of the affiliating University and the requirements of the subjects and the students. Parent teacher meetings are conducted for students who have low attendance and are those who have not performed well in college
Teaching and Learning	Workshops, seminars, regular use of ICT in classrooms contribute to enhancement of Teaching-Learning system in the college. Systematic monitoring, planning and regular evaluation of students are given special attentions. Many of the classrooms are equipped with smart boards and overhead projectors. Special training is provided to the faculty to use these technologies. Intra-Departmental as well as Invited Lectures by other Resource Persons are also arranged from time to time to make the classroom experience of the students more interesting. The Faculty and Student Exchange Programme initiated from the last academic session is also considered to have a positive influence on the Teaching-Learning system in the college.
Curriculum Development	The academic curriculum is governed by the University of North Bengal, and the college can only provide feedback from time to time to the affiliating University in this regard based on the feedback collected from the teachers and the students. Besides, a few members of the faculty of our college represent the Board of Studies of the University and they also play important roles in revising the curriculum and provide feedback in this regard

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details

Planning and Development	Through E Governance, the Institution is able to interact with all stakeholders in a convenient and efficient manner. The activities of various Departments are well coordinated and implemented with the use of technology. The Institution also maintains personal information and records of the employees.
Administration	To better streamline the administrative work, database and records are maintained in electronic form. Notices and other correspondence pertaining to administration are proactively communicated via electronic channels to respective stakeholders. The administrative wing of the College has already started digitization of its records for easy retrieval and storage. Statutory information, student related information and other important forms are uploaded on the institutional website. Further, to ensure convenience of students, the administration promptly responds to email communication sent by students, parents and other stakeholders.
Finance and Accounts	All activities relating to finance and accounts have been computerized. Accounting software, Tally is used to keep track of all financial transactions.
Student Admission and Support	The Admission process begins with advertisements in newspapers, through social media and the College website. All applications can be acquired and submitted online. Admission fees are collected online. The entire admission process is centralized with the help of e governance. All important notifications regarding the college functioning which is important for the students can be availed from the college website.
Examination	The Examination office is equipped with computers and software. All the notifications related to the examination like filling up of forms and collection of admit cards, published at the College level or the University Level can be viewed online. The results are declared online. Students can apply for their examination and pay the fees online.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr. Papia Deb	NA	IPSA	3000
2019	Dr. Priyadarshini Ghosh	Annual International and Area Studies Convention 2019, JNU, New Delhi	NA	4000
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	NA	Training for Accounts department to be proficient IFMS	05/10/2018	05/10/2018	Nill	4
2019	NA	ICT training for office staff	12/03/2019	12/03/2019	Nill	10
2019	ICT training for teaching staff	NA	13/03/2019	13/03/2019	25	Nill
2018	Workshop on usage of e-resources through NDL	NA	10/09/2018	10/09/2018	52	Nill
2018	NA	CBCS Workshop	11/07/2018	11/07/2018	Nill	25
2018	Introduction to IPR and IPR Issues	NA	27/08/2018	27/08/2018	57	Nill

2018	Engaging with CBCS: An Academic Dialogue	NA	17/07/2018	17/07/2018	71	Nill

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Programme	1	05/03/2019	29/03/2019	25
Refresher Course	1	29/01/2019	18/02/2019	18
Faculty Development Programme	1	25/02/2019	02/03/2019	06

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
32	33	14	18

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Maynaguri College Co-operative Society, Bonus and Advance salary during festive Puja season.	Maynaguri College Co-operative Society, Bonus and Advance salary during festive Puja season.	Scholarship schemes and Half-freeships, Low Price Photocopy Facility, Free Health Check-up in Health Centre.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

As a public institution, the College conducts its audit process in accordance with the existing guidelines. Accordingly, auditing of the annual financial statements is done by an internal auditor who is duly approved by the Governing Body and who is invited through an advertisement published by the institution. The panel of external auditor is decided by the DPI who does the auditing on an annual basis.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NA

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6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	Maynaguri College
Administrative	No	NA	Yes	Maynaguri College

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

• Parents/Guardians of all students (whose attendance is less than 75) are called to the College on a regular basis. • Parents/Guardians of students who hail from economically poor backgrounds but are meritorious are called for meetings with the departmental teachers and are apprised of the progress of their children. • Parents of the 1st year students authenticate and forward their wards' Anti-Ragging affidavits during admission. • The Guardians' Forum meets regularly to share feedbacks and suggestions on various aspects of the teaching-learning and management of the college.

6.5.3 – Development programmes for support staff (at least three)

Four (04) support staff of the College were trained with Integrated financial Management system. . 2. Twenty-five (25) support staff were trained for CBCS system so that they are able to handle the different requirements and queries of students. 3. Ten (10) support staff of the college were trained by the college to be proficient with ICT.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Introduction of Engage in English Sessions by for Teachers and Staff to increase their proficiency in English. 2. Successful follow-up of the Management Resolution taken to have MoUs signed with other nearby colleges to facilitate Academic and Student Exchange Programmes. 3. Requisite steps taken to create/ fill up the vacant Teaching and Non-teaching posts in the college. 4. Introduction of Biometric attendance system for Teaching and non-teaching staff. 5. Workshops on CBCS system for Teaching and Non-teaching staff. 6. Requisite steps taken to create the vacant Teaching and Non-teaching posts in the college.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Engaging with CBCS: An Academic Dialogue	17/07/2018	17/07/2018	17/07/2018	71

2018	Training for Accounts department to be proficient IFMS	05/10/2018	05/10/2018	05/10/2018	4
2018	CBCS Workshop (for Support Staff)	11/07/2018	11/07/2018	11/07/2018	25
2018	Introduction to IPR and IPR Issues	27/08/2018	27/08/2018	27/08/2018	57
2018	CBCS Workshop (for Students)	09/08/2018	09/08/2018	20/08/2018	2600
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Discussion on Women Empowerment: Rhetoric vs. Reality	18/09/2018	20/09/2018	476	194
Special Lecture on Feminist Movement	12/11/2018	14/11/2018	552	304
Legal Awareness programme on dowry laws and domestic violence	05/02/2019	07/02/2019	713	336
Lecture & movie screening to Celebrate International Women's Day	08/03/2019	08/03/2019	676	604

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
NA

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	18
Ramp/Rails	Yes	18
Scribes for examination	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nill	3	17/01/2019	03	Distribution of free medicines to the economically backward villagers in Kranti village. Free Opthalmic Camp in Kranti Village. Free distribution of books and registers to the under-priviledged children in Kranti village.	Primary illnesses, eye-care, primary education.	1997
2019	Nill	1	06/02/2019	01	Awareness Camp on Disaster Management like floods, earthquakes, landslides etc.	Disaster Management	992
2019	Nill	1	07/02/2019	01	Adopted Village Cleaning	Cleanliness and hygiene	719

2018	1	Nill	24/09/2018	03	Orientation on Preparation for First Semester examination	Examination form fill up, filling up of university answer sheets, exam time table, warning against malpractices etc.	1548
2018	1	Nill	04/09/2018	04	Orientation Programme on Student Support System available in the institution	Scholarships (Institutional, Govt. and Private), Student welfare schemes like low price photocopy facilities, awareness on grievance redressal cell and anti-ragging cell etc.	2542
2018	1	Nill	11/10/2018	01	Awareness Programme on Consumer Rights.	Various aspects of consumer rights and the ways to ensure it.	879

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Prospectus for Students	01/06/2019	Through Value Education Classes

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
National Unity	16/11/2018	16/11/2018	627

Day			
Value Education Classes	06/07/2018	31/03/2019	5500
Compulsory Social Services for NSS/NCC/RRC Students	06/07/2018	31/03/2019	850

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Rain Water Harvesting System.
- Maintaining a sprawling college ground, garden and a Herbal garden.
- Plastic free campus.
- Segregation of the Bio-degradable and non -biodegradable wastes.
- Encouraging the TS, NTS and the students to use cycle instead of cars and bikes.
- Gradually switching to LED lights in the whole campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice I: Student Friendly Practices Goal: Streamlining the academic and the administrative practices to make them easily accessible for the students. This has been done by using: • Online admission process. • Online payment of fees. • To nurture a wide range of students' talents and skills and to promote their participation in the various co-curricular and extra-curricular activities, a large number of clubs and committees have been created in the college. • Value education classes for students. • Bridge Courses for students. • Student Mentoring system. • Two-tier students' feedback mechanism. Context: Before digitization, the admission process and payment of fees was a time consuming process for students and the college administration. To make the entire procedure transparent, speedy, efficient and stake-holder-friendly, both the online admission process and online fee payment have been of great help. There exists a vast gap between the curriculum followed in school and the ones that the students are expected to learn when they enter college. Some students find it difficult to follow the class lectures when they enter into college, as a result of which they lag behind their peers. In many instances, their inability to follow class lectures result in their lack of interest in the course. As a result of which hence drop out seem to be the only option left for them. This is where bridge courses come handy. An educational institution, not only imparts knowledge but among its many tasks, building responsible citizens for the future is also a primary responsibility. Since, students in our college come from diverse backgrounds and have been schooled in diverse curriculum, value education classes have been designed to inculcate in them irrespective of their socio-economic backgrounds, the values of community feeling, social responsibility, and leadership qualities so as to enable them to contribute to the society to where they belong. Student feedback ensures that the stakeholders' concerns are taken into consideration in the proper functioning of the institution. Two tier students' feedback ensures that departmental as well as institutional concerns raised by the students are addressed. Practice: The admission process has been computerized by the affiliating university. The online admission portal is made available to the students more than two months before the academic session begins. The portal can be accessed by students from anywhere thereby, making the process of admission much smoother. Similarly, the

online fee payment through SBI e-pay system promotes transparency and ease of access both for the students and their parents. The college also has a helpline for those students who are not technologically savvy to assist them in the online admission process. To encourage skill enhancement and refine students' talents, there are a number of clubs, cells and committees for co-curricular activities that range from Cultural Committee, Sports Committee, Study Circle, Readers' Club, Eco Club, etc. Keeping in mind the welfare and all round personality development of the students, our college has instituted a number of other committees like, Students' Welfare Committee, Career Counseling Cell, Counseling for Students' Cell, Grievance Redressal Cell, Spoken English classes, Remedial Coaching, Anti-Ragging Committee, Prevention of Sexual Harassment Cell. Evidence of Success: Admission process and the online fee payment have become streamlined, systematic and hassle-free. The admission portal of our college being user-friendly, students can apply for admission with a lot of ease. Since the admission process is done through software, chances of error are almost nil. It has also made the entire process more transparent. As a result of the initiatives of the various Clubs and Committees, students have been able to develop their latent talents and skills, which have enabled many of our students to win prizes and awards in various district, state and national level competitions in both the sports and the cultural categories. Problems Encountered and Resources Required: Because of the locational disadvantage of the college, being situated in a rural area, problems encountered are primarily about the servers crashing during the admissions leading to an obstruction of admission process and fee payment due to heavy online traffic. At the same time, since a majority of the students being first generation learners, they find it difficult to keep themselves updated of the latest information which is available in our college website. Records are sometimes inaccessible and not error-free due to technical glitches. At times, stakeholders are not well versed in using online modes and need to be trained to use technology efficiently. Best Practice II: Contribution to environmental awareness/protection: • Rain Water Harvesting System. • Maintaining a sprawling college ground, garden and a Herbal garden. • Plastic free campus. • Segregation of the Bio-degradable and non-bio degradable wastes. • Encouraging the TS, NTS and the students to use cycle instead of cars and bikes. • Gradually switching to LED lights in the whole campus. • Active and vibrant Eco Club. Practice: Our college has an active and vibrant Eco Club, which has been engaged in conducting awareness programmes in the neighbouring area playing a communitarian leadership role. The campus is a plastic-free zone and has considerably reduced its consumption of single use plastic. The college canteen uses paper straws, cups and plates instead of plastic ones. The College garden has been set up in the college with the help of NSS students and the college Eco Club. NSS, NCC and Eco club students were also responsible for creating awareness on environmental issues and dangers of using plastic by organizing special lectures, posters and participating in Swachh Bharat Mission initiatives. Further, Herbal garden has been set up by the department of Geography and Eco Club, Maynaguri College. Switching to LED lights have greatly helped to reduce the electricity bill and also helped in less heat emission, a universally accepted environment-friendly practice. We also have a water harvesting mechanism at the very basic level. Context: The College is located in a rich eco-biodiversity zone in North Bengal area with its unique flora and fauna, which must be preserved. The institution acknowledges its responsibility in educating its students in conserving the environment. Environmental education prepares the students to be responsible and environmentally conscious citizens in the future. They are made aware as to how their actions affect the environment on a daily basis and how they could address complex global environmental problems locally through communitarian initiatives. Problems Encountered and resources required: Our college is located in an area that is ecologically rich in terms of both the flora and the fauna. Problems

encountered have primarily been with regard to the response surrounding the development-environment debate. Even though the local populace exhibit a genuine affinity towards saving the green, yet they have been rendered visibly helpless in the face of the goliath like structure of the issues of Development, which are apparent in the form of building flyovers, roads at the cost of unimaginable and irreversible damages done to the environment in the surrounding areas. This rapid destruction of the natural habitat of the animals in the nearby forests has resulted in the spiralling rise in the incidences of man-animal conflicts. This has been an important issue that we have been grappling with and accordingly we are designing our campaigns for environmental awareness.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://maynaguricollege.org.in/iqac/BestPractices2017-18.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The vision of Maynaguri College is to transform dreams into reality and the development of holistic individuals in a culturally enriching milieu through the spread of knowledge and wisdom in an environment that is intellectual, aspiring yet emotionally binding, and stands as a testimony to the commitment and concern of the trust towards the future of the society. In keeping with our vision statement, Maynaguri College has always given priority to the education of the underprivileged and the economically weaker sections to empower them. Since our college is located in a rural area, it has been our constant endeavour to serve the local rural community by being a beacon of higher education in this area. Our social responsibility towards the society is not served by imparting education only, but it has been our motto to provide holistic education to all. Through various social outreach programmes, organized throughout the year like adopting villages, we have made an effort to give back to the society. The extension activities of the college and its outreach programs help students engage with the community around them and strive to awaken in students a sense of social and civic responsibility, environmental stewardship and sensitivity to the needs of those different from themselves. The NSS Units have organised annual rural camps to provide empowerment and awareness programmes for the community. The NCC cadets are involved in awareness programmes, disaster management and community development initiatives. The Eco club has championed the cause of environmental activism and has been engaged in making the students to be responsible stewards of the environment through tree planting drives, campus cleaning and Swachh Bharat programs, creating awareness on reducing and recycling waste, segregation of waste.

Provide the weblink of the institution

http://maynaguricollege.org.in/iqac/InstitutionalDistinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

• To introduce 'Each One Plant One' project for college students to promote green initiatives. • To introduce 'Each One Adopt One' scheme for teaching and office staff to support the economically disadvantaged students of the college. • To create a scholarship fund with the help from community to support the economically disadvantaged students of the college. • To introduce Biometric Attendance for students. • To do a Green Audit in the 2019-2020 academic session. • To apply for STAR College scheme to upgrade the science laboratories and their lab instrumentation. • To participate in NIRF rankings. • To apply for ISO

Certification. • To organise 'Open Day' for students of the nearby schools for a smooth transition to college life. • To apply for new courses. • To encourage the faculty to apply for seminar/lecture series/workshop grants. • To have a Medical practitioner for the Health Centre and a students' Counsellor for Counselling for Students' Cell and to arrange for their regular visits. • Initiate new MoUs with more educational institutions. • To introduce Ethics Committee and Equal Opportunity Cell. • To initiate Online Project Submission system for the students to encourage paperless work and digitization. • To form a Consumer Club in the college in compliance with the circular from Ministry of Consumer Affairs, Govt. of West Bengal. • To prepare the documents and follow the procedure for the CAS of the teachers whose promotions are due.