



Yearly Status Report - 2017-2018

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.		+913562243298
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.	+913562243298
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/AQAR2016-17.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/AcademicCalendar2017-2018.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	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
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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

Feedback from Stakeholders (from all Office Staff)	05-May-2018 1	28
Academic and Administrative Audit by AAAC	11-Jun-2018 10	2451
Academic and Administrative Audit by CAG, West Bengal	22-May-2017 2	183
IQAC Meeting	13-Jul-2017 2	10
IQAC Meeting	07-Dec-2017 2	10
IQAC Meeting	02-Feb-2018 3	11
IQAC Meeting	07-Jun-2018 2.5	12
IQAC Meeting with Teaching Staff	10-Aug-2017 3	49
IQAC Meeting with Teaching Staff	15-Mar-2018 3	47
IQAC Meeting with Office Staff	21-Sep-2017 2	27
IQAC Meeting with the Alumni	05-Apr-2018 1.5	52
IQAC Meeting with the Parents	12-Apr-2018 1.5	89
Feedback from Stakeholders (from the all Honours students)	05-Jan-2018 2	861
Feedback from Stakeholders (from the outgoing batch)	20-Apr-2018 2	977
Feedback from Stakeholders (from the Alumni)	05-Apr-2018 2	280
Feedback from Stakeholders (from the Parents of First Year students)	12-Apr-2018 1.5	250
Feedback from Stakeholders (from all Teaching Staff)	05-May-2018 1	55

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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	2018 3	10000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

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

No

Upload the minutes of meeting and action taken report

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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)

? Departmental Bridge Courses for 2 more subjects introduced. ? Two Workshops arranged for the Teaching and the Office staff to get them acquainted with the values of institutional accreditation and the new method of NAAC accreditation. ? Initiated Biometric attendance for the Teaching and the Office staff. ? Initiated E Pay system for Administrative purpose. ? Updated the college Website and formed Web Portal Management System.

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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	Achievements/Outcomes
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 2nd & 3rd Year students' Final Admission and SMS Management system implemented.
3. To make NSS Units, NCC and the Red Ribbon Club more socially involved.	3. All the NSS and NCC units have been successfully engaged in social outreach programmes.

4. To encourage the faculty to be more involved in research works and publications.	4. Six teachers are pursuing Ph.D degrees under various universities.
5. To encourage the faculty to participate in various seminars/conferences/symposia in greater number.	5. The college G.B has taken steps to ensure active participation in various seminars/conferences/symposia/workshop.
6. 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.	6. ICPR special Lecture series has been held.
7. To make more teachers ICT trained.	7. The number of ICT trained teachers has increased in this session.
8. To construct more classrooms.	8. Construction of Science Block has been completed.
9. To proceed for creating faculty and staff posts.	9. The process for creating faculty and staff posts has been completed.
10. To apply for the RUSA fund.	10. Successfully applied for RUSA fund.
11. To register the institution under the National Digital Library (NDL) project.	11. Successfully registered members under the National Digital Library (NDL) project.
12. To increase the number of Departmental Bridge Courses.	12. Number of Departmental Bridge Courses increased.
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td>Governing Body</td> <td>03-Aug-2019</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Governing Body	03-Aug-2019
Name of Statutory Body	Meeting Date				
Governing Body	03-Aug-2019				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes				
Date of Visit	22-May-2017				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2018				
Date of Submission	06-Feb-2018				
17. Does the Institution have Management Information System ?	Yes				

<p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p>	<p>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 Non Teaching Staffs are informed through SMS, Whatsapp groups and verbally through meetings. Staff salary notification and generation of salary slips is done online through HRMS. Finance Accounting MIS transaction with bank is conducted online. All the housekeeping activities of the Library is 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 e resources through the individual login ids that are provided by the Library.</p>
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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 a few 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. In some departments, bridge courses are held in order to make the curriculum delivery more holistic and effective. 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 Mentoring system.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	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
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	0	0

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 of Balia Panda Village of Puri, Odisha.	34
BA	Environmental Studies Projects on Analysis of the Major Sources of organic pollution in villages and agricultural fields/ Preparation of a list of the economic plants available in college campus/ Recording the nature of vegetation/forest type	2641
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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
<p>Yes, 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</p>

and the college alumni. This data is compiled and analysed by the AAAC and presented to IQAC. The analysed feedback is used to develop the roadmap for the next academic year which takes into consideration the interests of various stakeholders. The IQAC uses the feedback data as a critical input in designing plans for improvement of curriculum delivery. Any serious issue expressed in the feedback is brought to the knowledge of the college management. Further, in order to improve the quality of data collection the IQAC reviews the questionnaire every year and updates regularly as per the requirements.

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
BA	BA GENERAL	2813	4479	2275
BA	ENGLISH HONS	79	753	63
BA	HISTORY HONS	89	742	72
BA	GEOGRAPHY HONS	42	576	34
BA	POLITICAL SCIENCE HONS	56	504	47
BA	BENGALI HONS	101	1622	85
BA	PHILOSOPHY HONS	30	364	23
BA	SANSKRIT HONS	30	839	27
BA	MATHEMATICS HONS	15	190	8
BA	PHYSICAL EDUCATION	46	493	44
BSc	BSc GENERAL	29	230	11
BA	GEOGRAPHY GENERAL	81	231	4
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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
2017	2693	0	32	0	0

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-	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used

	Resources)				
55	31	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. Faculty members are nominated by the College to be sectionwise mentors. Students are divided into groups and each group is allocated a separate faculty member to look into the students' wellbeing in every sense (a batch of 1820 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 objective 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.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
975	55	1:18

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
31	31	0	0	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
BA	BA GEN	Year	23/06/2018	31/08/2018
BA	ENGH	Year	23/06/2018	31/08/2018
BA	HISH	Year	23/06/2018	31/08/2018
BA	GEOH	Year	23/06/2018	31/08/2018
BA	POLH	Year	23/06/2018	31/08/2018
BA	BENH	Year	23/06/2018	31/08/2018

BA	PHIH	Year	23/06/2018	31/08/2018
BA	SANH	Year	23/06/2018	31/08/2018
BA	MATH	Year	23/06/2018	31/08/2018
BA	PHED	Year	23/06/2018	31/08/2018
BSc	Bsc GEN	Year	23/06/2018	31/08/2018

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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 paper, Class presentation, 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 the Students also have the provision to see their answerscripts post evaluation and get individualized feedback and suggestions from the teachers. Along with this teachers also guide them to write their answers in the correct way so they can score more in their examinations. Group assessment is conducted by teachers when students are assigned group presentations on curricular and cocurricular, academic topics. 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/igac/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
BA GEN	BA	BA GENERAL	961	393	40.89

ENGH	BA	ENGLISH HONS	69	58	84.05
HISH	BA	HISTORY HONS	42	36	85.71
GEOH	BA	GEOGRAPHY HONS	26	26	100
POLH	BA	POLITICAL SCIENCE HONS	20	17	85
BENH	BA	BENGALI HONS	58	54	93.10
PHIH	BA	PHILOSOPHY HONS	7	7	100
SANH	BA	SANSKRIT HONS	11	7	63.63
MATH	BA	MATHEMATICS HONS	4	4	100
PHED	BA	PHYSICAL EDUCATION	16	5	31.25
BSc GEN	BSc	BSc GENERAL	6	5	83.33
GEOG	BA	GEOGRAPHY GENERAL	10	2	20
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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/StudentsSatisfactionSurveyQuestionnaire2017-18.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
Anti Plagiarism and use of Technology	IQAC	10/03/2018

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
0	0	0

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

Name of the Department	Number of PhD's Awarded
NA	0

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	Geography	3	3.81
International	English	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
NA	0
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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 !!!						
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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
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Attended/Seminars/Workshops	0	0	0	32
Presented papers	8	14	3	4
Resource persons	1	0	0	3
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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
Awareness programmes on environmental pollution, drug abuse AIDS etc.	NSS, Maynaguri College	7	563
Swachh Bharat Abhiyan in an adjacent village	NSS, Maynaguri College	7	584
Spraying of Bleaching Powder calcium carbonate and at the adopted village	NSS, Maynaguri College	7	564
Blood Donation Camp	NSS, Maynaguri college/ Surjanagar Blood Donation Club, Siliguri	7	218
Pulse polio awareness programme	NSS, Maynaguri College	7	463
Thalassemia awareness and Test	NSS, Maynaguri College	7	556
Awareness programme on Superstitions and their bad effects in society	NSS, Maynaguri College	7	543
Awareness on Blood donation	NSS, Maynaguri College	7	532
Awareness on ethnic diversity of North Bengal.	NSS, Maynaguri College/ Dept. of Anthropology, University of North Bengal	7	535
Awareness Camp on Disaster Management like floods, earthquakes,	NSS, Maynaguri College	7	465

landslides etc.			
Awareness on Child Trafficking	NSS, Maynaguri College	7	492
Market cleaning	NSS, Maynaguri College	7	436
Origin of ethnic diversity in North Bengal	NSS, Maynaguri College/ Dept. of Anthropology, Vidyasagar University	7	514
AIDS Day Observation and awareness programme	NCC, NSS, Red Ribbon Club, Maynaguri College	7	521
International Yoga Day	NCC, Maynaguri College	5	362
Blood Donation Camp	61 Bengal Battalion NCC	5	50
Republic Day Celebration	NCC, Maynaguri College	4	550
Independence Day Celebration	NCC, Maynaguri College	4	750
NCC Day Celebration	NCC, Maynaguri College	4	108
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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
NA	NA	NA	0
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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 activities	Number of students participated in such activities
AIDS Day Observation and Awareness programme	NCC, NSS, Red Ribbon Club, Maynaguri College	Rally and discussion	14	521
International Women's Day	Women's Cell, Maynaguri College	Lecture and QA session	7	975
Highlighting Ujjawala Scheme: Rescue, Rehabilitation and Reintegration of victims of	Women's Cell and Prevention of Sexual Harassment Cell, Maynaguri College in collaboration	Lecture and QA session	12	948

Trafficking	with JLC, Jalpaiguri			
Towards Gender Equity: Bridging the divide	Women's Cell and Prevention of Sexual harassment Cell, Maynaguri College in collaboration with JLC, Jalpaiguri	Lecture and Group Discussion	12	878
Climatic Apocalypse: Are we prepared?	Eco Club, Maynaguri College in collaboration with SPOAR, Jalpaiguri	Lecture and Group Discussion	11	1225
Celebrating World Ozone Day	Eco Club, Maynaguri College in collaboration with SPOAR, Jalpaiguri	Lecture with PPT presentation	12	1130
Blood Grouping and Diabetes Check up camp	Student Welfare Committee Maynaguri College in collaboration with Lions Club Maynaguri	Medical Camp	6	800
Awareness Programme on Consumer Forum	Student Welfare Committee, Maynaguri College in collaboration with JOFCARD, Jalpaiguri	Lecture and Rally	6	1200

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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	31	Maynaguri College and Parimal Mitra Smriti Mahavidyalaya.	10
Student Exchange Programme	212	Maynaguri College and Parimal Mitra Smriti Mahavidyalaya.	10

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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
No Data Entered/Not Applicable !!!					
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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
Parimal Mitra Smriti Mahavidyalaya	26/08/2017	Faculty and Student exchange programme	225
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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
850000	653016

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)	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Others	Existing
Classrooms with Wi-Fi OR LAN	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	18087	2028951	201	54610	18288
Reference Books	639	134280	14	1500	653	135780
e-Books	135000	0	3000000	0	3135000	0
Journals	12	36200	0	0	12	36200
Digital Database	0	0	0	0	0	0
CD & Video	47	9270	0	0	47	9270
Library Automation	1	20000	0	0	1	20000
View File						

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 !!!			
No file uploaded.			

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	4
Added									1
Total	74	11	12	2	9	15	21	100	5

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

100 MBPS/ GBPS

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 incurred on maintenance of physical facilities
340000	237012	850000	653016

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 CityTask, Library software, i.e., Integrated Library Management System and software related to office and admission i.e., Advanced Educational Institute Management System is maintained by Graphicom. Upgradation of the computer systems is generally done on quarterly basis. To fulfill the emergency demands, individual system upgradation 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 and Student Aid Fund	119	93640
Financial Support from Other Sources			
a) National	1. Post Matric Scholarship 2. Talent Support Program(TSP) 3. National Scholarship Portal (NSP) 4. Swami Vivekananda Merit Cum Means (SVMCM) Scholarship 5. Kanyashree 6. Sutrishna Ghosh Scholarship 7. Akururmani Gope	15875	12524800

	Scholarship		
b)International	Badriprasad Chhawchharia Student Scholarship	9	30000
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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
Personal Counselling	25/08/2017	314	Maynaguri College
Mentoring	10/08/2017	975	Maynaguri College
Bridge Course on Socio Political and cultural history of England	08/08/2017	63	Dept. of English, Maynaguri College
Bridge Course on the history of the evolution of western political thought	10/08/2018	47	Dept. of Political Science, Maynaguri College
Bridge course on history of Indian Nationalism	08/08/2017	72	Dept. of History, Maynaguri College
Bridge Course on the Concept of Geomorphology and Practical Works	08/08/2017	34	Dept. of Geography, Maynaguri College
Remedial Coaching	20/01/2018	980	All Departments, Maynaguri College
Yoga and Meditation	09/11/2017	55	Faculty and Physical Education Department, Maynaguri College
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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 passed in the comp. exam	Number of students placed
2017	Competitive Exam Coaching	731	0	32	11
2017	MA Entrance Coaching	219	0	0	0

2018	Career Counselling	0	4360	0	0
View File					

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
2	2	10

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA	Nil	Nil	NA	Nil	Nil
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	96	B.A (Honours), B.Sc (Honours)	Bengali, English, Geography, Political Science, History, Mathematics, Sanskrit, Philosophy	North Bengal University, Cooch Behar Panchanan Barma University, Benaras Hindu University, Presidency University, Rabindra Bharati University, Gour Banga University, IGNOU	M.A, M.Sc.
2018	51	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
Any Other	1
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
International Yoga day	Institution Level	362
Youth Parliament	State and National Level	15
Inter College Handball Tournament (Women)	University Level	12
Daju Sen Memorial Inter College Football Tournament	University Level	15
Inter College Kabaddi Tournament (Women)	University Level	12
Inter College Kabaddi Tournament (Men)	University Level	12
Panu Dutta Majumdar memorial Inter College KhoKho (Men Women)	University Level	24
Inter College Athletics Tournament	University Level	24
Inter College Football Tournament	University Level	14
Inter College Volleyball Tournament	University Level	12
Adventure Sports (Trekking for Men)	University Level	7
Adventure Sports (Trekking for Women)	University Level	4
Adventure Sports (Cycle Safari)	University Level	4
Inter College Cricket Tournament	University Level	14
Inter College Athletics meet. (Non Govt.)	State Level	11
College Social Day	Institutional Level	3000
Fresher's Welcome	Institution Level	3000
College Foundation Day	Institutional level	2500
View File		

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	Number of awards for	Student ID number	Name of the student
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			Sports	Cultural		
2017	1st Position	National	1	0	1115114	Nilima Roy
No file uploaded.						

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: • Blood donation camp, to contribute blood to the Blood Bank of Jalpaiguri District Hospital. • Contributing (Rs. 20,000) towards the admission fees of a number of financially weak but meritorious students during admission time. • Campaign to plant trees in collaboration with Jalpaiguri Forest department.

5.4.2 – No. of enrolled Alumni:

763

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

20000

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 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 process democratic, participative, transparent and decentralized. Likewise, the IQAC too has representation from sections both within and outside the college to help the college administration, 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 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 comprise 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
Teaching and Learning	Workshops, seminars, regular use of ICT in classrooms contribute to the 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

	<p>experience of the students more interesting. The Faculty and Student Exchange Programmes initiated from this academic session is also considered to have a positive influence on the Teaching Learning system in the college.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>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.</p>
<p>Human Resource Management</p>	<p>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.</p>
<p>Industry Interaction / Collaboration</p>	<p>IQAC has representation from Industry. Various Committees like the Career Counselling Cell arrange regular sessions for students in collaboration with the Industry too.</p>
<p>Admission of Students</p>	<p>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.</p>
<p>Curriculum Development</p>	<p>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.</p>
<p>Examination and Evaluation</p>	<p>The Final Examination and Evaluation modules are maintained by the</p>

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 subjects. It also enhances and help students grow in confidence for University examinations. Parent teacher meetings are conducted for students who have low attendance and are those who have not performed well in college. From this session the Students also have the provision to see their answerscripts post evaluation and get individualized feedback and suggestions from the teachers. Along with this teachers also guide them to write their answers in the correct way so they can score more in their final examinations.

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

E-governance 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.

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
2017	Basab Das	National Seminar on Social Exclusion and Position of Dalit Women in India	NA	5000
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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)
2017	NA	Training for Accounts department to be proficient with ePradan and HRMS systems of West Bengal and PFMS of the Government of India.	09/11/2017	10/11/2017	0	4
2018	NA	Elementary and	22/02/2018	23/02/2018	0	10

		advanced Tally utilizing CPE fund for increasing computer proficiency				
2018	NA	Computer Training for online admission and registration of students as per the newly introduced online admission system	29/05/2018	31/05/2018	0	12
2018	Workshop on Anti Plagiarism and Use of Technology	NA	10/03/2018	10/03/2018	49	0
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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
Refresher Course	1	08/02/2018	28/02/2018	21
Refresher Course	1	07/06/2018	26/06/2018	21
Refresher Course	1	30/01/2018	19/02/2018	21
Refresher Course	1	01/03/2018	21/03/2018	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
15	31	14	14

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Maynaguri College Cooperative Society,	Maynaguri College Cooperative Society,	Scholarship schemes and Half freeships, Low Price

Bonus and Advance salary during festive Puja season

Bonus and Advance salary during festive Puja season

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
No Data Entered/Not Applicable !!!		
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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 per cent) 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 meet regularly to share feedback 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)

1. Ten (10) support staff of the College were trained with elementary and advanced Tally utilizing CPE fund for increasing their computer proficiency.
2. Computer Training for the office staff so that they are able to handle the online admission and registration of students as per the newly introduced online admission system.
3. Support staff of the Accounts department was trained by the college to be proficient with e Pradan and HRMS systems of West Bengal and PFMS of the Government of India.

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

1. Introduction of Engage in English Sessions 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 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
2017	An awareness programme for faculty and staff organized regarding Academic and Administrative Committee and Maintenance Committee that were revamped keeping in mind NAAC Peer Team recommendation .	20/07/2017	20/07/2017	20/07/2017	71
2017	Institution level seminar conducted on Extension Activities and Institutional Social Responsibilities.	03/11/2017	03/11/2017	03/11/2017	42
2017	Institution level workshop conducted on Guiding the Students to the New Career Avenues.	30/11/2017	30/11/2017	30/11/2017	45

2018	Computer Training for the office staff organized so that they are able to handle the online admission and registration of students as per the newly introduced online admission system.	29/05/2018	29/05/2018	31/05/2018	12
2018	Workshop on Anti Plagiarism and Use of Technology	10/03/2018	10/03/2018	10/03/2018	49
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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
Towards Gender Equity: Bridging the Divide	17/08/2017	17/08/2017	485	393
Value Education Class on Gender Equity	25/11/2017	25/11/2017	480	200
Lecture and Group Discussion to Celebrate International Women's Day	08/03/2018	08/03/2018	570	405

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
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
2017	1	0	04/09/2017	3	Orienta tion Programme on Student Support System available in the in stitution	Scholar ships (I nstitutio nal, Govt. and Private), Student welfare schemes like low price photocopy facilitie s, awareness on grievance redressal cell and anti ragging cell etc.	2412
2017	1	0	08/09/2017	3	Awareness Programme on Consumer Forum	Various aspects of consumer rights and the ways to ensure it	806
2017	0	1	16/09/2017	3	Celebra ting World Ozone Day	The Balance in ecology, preservat ion of snakes	1142
2017	0	1	14/11/2017	3	Highlig hting Ujjawala Scheme	Rescue Rehabilit ation and Reintegra tion of	960

						victims of Trafficking	
2018	0	1	24/02/2018	5	Medical Camp	Thalassemia awareness and Test	563
2018	0	1	23/02/2018	4	Village Cleaning	Bleaching Powder and Calcium Carbonate spraying in the adopted village	571
2018	1	0	23/02/2018	3	Awareness camp in NSS adopted Village	Superstitions and their bad effects, environmental pollution, drug abuse AIDS etc	570
2018	1	0	19/02/2018	3	Orientation on Preparation for final examination	Examination form fill up, filling up of university answer sheets, exam timetable, warning against malpractices etc.	1406
No file uploaded.							

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	01/06/2018	Through Value Education Classes

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Blood Donation Camp	22/02/2018	22/02/2018	218
Value Education	06/07/2017	31/03/2018	5500

Classes			
Compulsory Social Services for NSS/NCC/RRC Students	06/07/2017	31/03/2018	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 Biodegradable and nonbio 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.

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 cocurricular and extracurricular 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.
- Students counseling through Counseling for Students Cell.

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 Biodegradable 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.
- Active and vibrant Eco Club.

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/igac/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 moto 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 Swacch Bharat programs, creating awareness on reducing and recycling waste, segregation of waste.

Provide the weblink of the institution

<http://maynaguricollege.org.in/igac/InstitutionalDistinctiveness.pdf>

8.Future Plans of Actions for Next Academic Year

1. To apply for new Degree Courses Honours Courses. 2. To introduce Electoral Literacy Club. 3. To update the College website. 4. To arrange for a smooth transition from the Annual system to the Choice Based Credit System. 5. To successfully mobilize the RUSA Fund. 6. To extend the Parking Stand for staff and faculty. 7. To proceed for TS and NTS post creation. 8. To increase the number of Value Education classes. 9. To increase the number of MoUs with other institutions to facilitate more academic and Student exchanges. 10. To enhance the infrastructural facilities. 11. To make more teachers ICT trained. 12. To increase the number of Departmental Bridge Courses.