



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		MAYNAGURI COLLEGE
• Name of the Head of the institution	Susmita Pandit	
• Designation	Principal (in-charge)	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	03561234298	
• Mobile No:	8250437213	
• Registered e-mail	collegemaynaguri@gmail.com	
• Alternate e-mail		
• Address	Maynaguri College, P.O Maynaguri, Jalpaiguri	
• City/Town	Maynaguri	
• State/UT	West Bengal	
• Pin Code	735224	
2.Institutional status		
• Affiliated / Constitution Colleges		
• Type of Institution	Co-education	
• Location	Rural	

• Financial Status	Grants-in aid				
• Name of the Affiliating University	University of North Bengal				
• Name of the IQAC Coordinator	Dr. Paramita Ghosh				
• Phone No.	03561234298				
• Alternate phone No.	7908850774				
• Mobile	9475909166				
• IQAC e-mail address	iqac@onlinemaynaguricollege.org.in				
• Alternate e-mail address	collegemaynaguri@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	http://maynaguricollege.org.in/doc/AQAR2019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://maynaguricollege.org.in/iqac/AcademicCalendar2020-2021.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	0.72	2007	31/03/2007	30/03/2012
Cycle 2	B+	2.57	2016	05/11/2016	04/11/2021
6.Date of Establishment of IQAC	02/07/2007				
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
None	None	None	None	0	
8.Whether composition of IQAC as per latest NAAC guidelines	Yes				
• Upload latest notification of formation of IQAC	View File				

9.No. of IQAC meetings held during the year	4	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
1. Workshops conducted for Teaching and Non teaching staffs and students for administrative and academic purposes.		
2. Initiated an Academic and Administrative Exchange programme with another institution.		
3. Continued online classes and other co-curricular activities through the online mode using Google Workspace for the students during the country-wide and state-wide lockdown phases when the College was shut.		
4. Departmental Bridge Courses for 2 more subjects introduced.		
5. Online Workshops arranged for the Teaching and the Office staff on how to cope with Mental Health issues during the pandemic.		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
1. To extend the Community and Extension programmes by NSS NCC in the changed circumstances.	NSS and NCC have actively engaged themselves in community outreach programmes even during the pandemic.
2. To increase the number of the enrolment of students in NSS.	Number of students' enrolment could not be increased significantly during the year due to periodic the state-wide lockdowns and the pandemic.
3. To revise and strengthen the Academic practices like Bridge Courses, Inter- Departmental Lectures, Invited Lectures, Faculty Exchange Programmes etc	Bridge Courses for Honours students and Invited Lectures were conducted in online mode.
4. To continue with the participation in NIRF for the next session.	Data for NIRF was submitted successfully.
5. To continue with the preparations and documentation process for the due NAAC visit.	Documentation work for NAAC visit was carried on in between the state-wide lockdown, as when the institution was open.
6. To continue with collaborating with other academic institutions.	Not many collaborations were effectively implemented due to the periodic state-wide lockdowns. Only Invited Lectures with the collaborating institutions were organised through the online mode.
7. To prepare the documents and follow the procedure for the CAS of the teachers whose promotions are due.	Teachers whose CAS promotions are due were assisted in their documentation as and when the institution was opened in between the lockdowns.
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Governing Body	21/03/2022
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-2021	07/02/2022
15. Multidisciplinary / interdisciplinary	
16. Academic bank of credits (ABC):	
17. Skill development:	
18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):	
20. Distance education/online education:	

Extended Profile

1. Programme

1.1 236

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2. Student

2.1 3027

Number of students during the year

File Description	Documents
Data Template	View File

2.2 1696

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 1454

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 53

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 15

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	236
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	3027
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	1696
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	1454
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	53
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	15
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	30
Total number of Classrooms and Seminar halls	
4.2	47,41,940
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	34
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Admissions of all the classes are held online. Application Forms for admission and college prospectus 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. Due to the Pandemic, the admissions and examinations have shifted to completely online mode since March, 2020 and all the information and guidelines regarding those are published in the college website. The college has developed a dedicated section in the College website to post the updated guidelines and information regarding Covid19 Pandemic situation. The college has also adopted Govt of India's Public Finance Management System (PFMS). The College also regularly submits AISHE data on MHRD portal. Staff salary notification and generation of salary slips is done online through FMHS. Finance Accounting MIS transaction with bank is conducted online. Online catalogue of the Library which is available on the college website can be accessed by the students through OPAC. Due to the Covid 19

Pandemic situation in India and the ensuing Lockdown Phases, starting from March, 2020, the College shifted to G Suite as a Learning Management System (LMS) from April, 2020.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

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 Heads 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, 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.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the

B. Any 3 of the above

following academic bodies during the year.
Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

14

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

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File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

00

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The institution being an affiliated College under the University of North Bengal, follows a curriculum designed and developed by the affiliating University. Accordingly, this curriculum effectively integrates cross-cutting issues relevant to gender, environment and sustainability, human values and professional ethics. Gender related courses are an integral component of various programmes. Students are sensitized and encouraged to work towards gender equity from a cross-cultural perspective. The Women's Cell and Prevention of Sexual Harassment Cell organizes programmes and online seminars to sensitize the students on gender-related issues.

A compulsory core course on Environment Studies is included in all UG programmes. Environment awareness camps, seminars, workshops, guest lectures, and field excursions are organized regularly by the Eco Club and the Dept. of Geography, Environmental Studies and

also the NSS Units. Environment Day, Earth Day are celebrated. The Eco Club has an active collaboration with a leading local Environmental NGO, SPOAR through which regular awareness camps are organized on the very relevant human-animal conflict.

The college takes efforts for integration of ethical and human values through extra-curricular activities also. Programs conducted under NSS, NCC and Political Science department help to inculcate human values among students.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

3

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

4054

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	D. Any 1 of the above
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File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed
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File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://maynaguricollege.org.in/igac/Teachers_Feedback_on_Syllabus.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

3721

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1129

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	No File Uploaded

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution assesses the learning levels of the students in two ways at the time of the commencement of the programme. Students enrolled in various disciplines are identified as slow and advanced learners based on their +2 marks and performance of the students during the first week of their classes. This helps to identify the slow learners and to design special remedial or tutorial sessions to bridge the gap between the slow learners and the advanced learners. The tutors of the respective classes of UG level extend valid support in classifying the students with reports based on observation and class tests. Bridge Courses are conducted at the departmental level to lift the students to the level of higher education. Remedial Classes are conducted by all the Departments with an aim to improve the academic performance of the slow learners, absentees and students who participate in sports and other activities. Group Study System is also encouraged with the help of the advanced learners. Academic and personal counseling are given to the slow learners by the tutor, mentor and the Counseling for Students' Cell. Provisions of simple and standard lecture notes/course materials are also offered by the College.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
6513	53

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Teachers make classes as interactive as possible and encourage innovative thought and critical thinking. Audio- Visual methodology, Google Classroom, Field Work and Projects are some of the means utilized by the various Departments to provide experiential and participative learning. Discussions and debates on contemporary issues are encouraged so that students can reflect and analyse by eliciting responses to the subject under discussion. Ability Enhancement, Generic and Skill Enhancement programmes are offered to provide and prepare students for life. Non-CGPA courses like sports and cultural activities are organized to evolve aesthetics of the students. However, due to the pandemic sports and games were not organised in the institution, but online cultural activities like Online Extempore Competition, Online Essay Competitions were organised during the year to both motivate and encourage the students to be in better spirits during the pandemic. Group Learning methods are followed that allows the slow learners to develop problem solving, interpersonal, presentational and communication skills to confirm quality in learning with Peer Group. Under group learning, heterogeneous group of students comprising Fast, Average and Slow learners are divided into groups of 5 to 10 members.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The teachers of this institution use online education resources, social networking sites, blended learning platforms like Google classroom to effectively deliver teaching and provide enhanced learning experience to the students. Teachers are combining technology with traditional mode of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education. You-Tube, E-mails, WhatsApp group, Skype, Zoom and Google classrooms are used as platforms to communicate, provide material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, mentor and share information. Faculties are encouraged to use power-point presentations in their teaching. Faculties prepare online quiz and Internal Assessment Assignments/MCQ tests for students after the completion of each unit with the help of Google Forms. Recording of online class lectures are made available to students for long term learning and future referencing. Various technical events and management events such as poster making, yoga completion, essay completion, extempore competitions, paper presentations, students' seminars etc. are being organized with the help of Google Workspace.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

53

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

15

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	No File Uploaded
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

8

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

457	
File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

At the college level, an examination committee is constituted, comprising of a senior faculty members as the Convenor and three other faculty members and a few non teaching staff for smooth conduction of the semester examinations. The semester examinations are conducted by the University. The college follows strictly the guidelines and rules issued by the affiliating university while conducting both the internals and semester examinations. The affiliating University announces the dates in a time bound manner for uploading of the Internal Assessment marks in the University web portal before the beginning of the semester examinations. Answer scripts of the semester examinations are evaluated by the teachers assigned by the University and not by the teachers of our own College. If students have grievances related to evaluation of university answer scripts and the marks that they get, then they can apply for re-assessment of their answer scripts as when the affiliating University notifies. If the students have grievances related to the marks given for their Internals, they can directly approach the respective Heads of the Departments with regard to their queries and grievances.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

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 Work 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. As an affiliated College under the University of North Bengal, Maynaguri College follows the guidelines provided by the affiliating university in this regard (Except for AECC1 2, all other courses are assigned with 15 marks for Internal Assessment: 10 for Assignment/exams, and 5 marks for attendance). The Academic Committee decides on the modalities of the Internal Assessments and informs the concerned students through departmental notification. Due to the Pandemic situation, however, all the Honours and General Course students were required to submit their assignments online (through departmental emails, Google Forms and Google Classrooms) for all the examinations since March, 2020.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

In the Outcome Based Education (OBE), assessment is done through one or more than one processes, carried out by the department, that identify, collect, and prepare data to evaluate the achievement of course outcomes (CO's). The process for finding the attainment of Course outcomes uses various tools/methods. These methods are classified into two types: Direct methods and indirect methods. Direct methods display the student's knowledge and skills from their performance in the class/assignment test, internal assessment tests, assignments, semester examinations, seminars, laboratory assignments/practical, mini projects etc. Indirect methods such as examiner feedback to reflect on student's learning. Course outcomes identify the unique knowledge and skills expected to be gained from a given course. Programme outcomes are one step broader statements that describe what students are expected to know and be able to do upon the completion of a specific program. These relate to the skills, knowledge and

behavior that students acquire. Measurement of attainment of POs and COs is done through formative and summative methods.

Continuous and comprehensive evaluation is done regularly to know the attainment. Home and classroom assignments are also given to the students in all U.G. classes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

1. At the beginning of every semester/year, the subject teacher conveys Course Objectives (CO) as the introductory part of respective subjects. Student can download the syllabus from the website of North Bengal University. Further, the faculty of every subject explains the course objectives, evaluation pattern, marking scheme etc. to the students. It is also given in the syllabus of each subject.

Following are the evaluation process of PO, PSO and CO for Under graduate courses: (i) Seminar presentation (ii) Short quizzes or objective questions (iii) Home assignments/tutorials Extension Work (iv) Project work if provided in syllabus. (v) Quizzes or objective questions, (vi) Field/Project work for environment studies. The marks of Internal exams are uploaded online to the university. The outcome of the entire exercise is that the evaluation method does not become a hurdle while evaluating. Keeping this view in mind, some extra-curricular activities are subject and topic based, e.g. Lecture competition, Awareness/celebration day, Women's day, Constitution day, Blood Donation Camp, Population awareness day, etc. From these practices, a student can optimally express their knowledge and this enhances their confidence. The Institutes follows the evaluation process of North Bengal University, as described above.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1454

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://maynaguricollege.org.in/igac/StudentsSatisfactionSurveyQuestionnaire2020-21.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

13

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year**3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

7

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

19

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Maynaguri College organizes and participates in various extension activities with a dual objective of not only sensitizing students about various social issues but also contribute to community and strengthen community participation. The NCC and NSS college units take part in various initiatives like organizing camps, Swachh Bharat initiatives, awareness programmes on various issues. The College also encouraged and facilitates various extension programmes. But due to spread of Corona Pandemic events like World Consumers Rights Day, International Yoga Day, Cancer awareness and other social services could not be arranged physically. This time volunteers had to organize everything on virtual mode. Social awareness programmes on Corona were done by making posters and these posters were put up in public places of the locality. Some

volunteers have helped some families of migrant workers of their neighbourhood with food and clothes. But at the end of first wave of Corona TiC of Maynaguri College along with NSS and NCC volunteers distributed food and sanitizer among the inhabitants of our adopted village area. Sanitization programme was also organized in the adjoining areas of Maynaguri.

File Description	Documents
Paste link for additional information	http://maynaguricollege.org.in/nss/Activity_Reports/ActivityReportsofNSS_2020-21.pdf
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

13

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

27,568

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

2

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The infrastructure facilities are adequate according to the guidelines of the affiliated university. The class rooms have proper lighting, fans, and also windows to allow natural light. They are regularly cleaned. There is one well equipped library to cater to the needs of students. The institution ensures adequate availability and optimal utilization of physical infrastructure. The available physical infrastructure is optimally utilized beyond regular college hours, to conduct co-curricular activities/extra - curricular activities, parent- teacher meetings, seminars, conferences etc. It is used as an examination centre for Government examinations/University Examinations like SET, NET, etc. The Classrooms, Laboratories and Seminar Halls are well equipped along with computing system and Internet facility. Besides the building, the college has spacious playground for sports activities. The college has cultivated an atmosphere providing the importance to Extra Curricular and support services organized by departments of National Service Scheme and National Cadet Corps. Out of the 4 class rooms are fitted with LCD projector. ICT enabled classrooms. Principal Chamber with computer & internet connection, telephone facility. IQAC Cell having computers, LAN facility. • Separate Common Room & wash rooms for girls. Black Boards or White Boards are available in the classrooms.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Maynaguri college believes in the all-round development of our students. There is a lot of encouragement for the students to participate in sports and cultural activities simultaneously. We have a Gymnasium with all the necessary equipment. We conduct yoga and meditation camps for students and faculty members. Physical instructors take care of day to day games and sports activities. College teams take part in National, State and University level tournaments and competitions. The outdoor games such as badminton, volley ball, football, kabaddi, kho-kho etc are practiced and played by the students. The college has a playground of its own.

Students are encouraged to participate in the cultural events held in the college like Annual Day Celebration, Cultural Events, Induction and Farewell Programmes, etc. to exhibit cultural talents. Students are even sent to other colleges for intercollegiate and university competitions like dances, skits, mimicries, etc. We got some clubs/Committees to enhance the hidden talent of the students namely: Readers' Clubs, Cultural Committee and Sports & Games Committee. The college has an auditorium, which is the principal venue of cultural programmes. Annual Cultural Week is organised which provides a platform to our culturally proficient students to showcase their talents.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

47,41,940

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Library plays a central role in enhancing the quality of academic and research environment in Education institutions. The Institute library is a place in the Institute where huge collections of academic books, journals, magazines, research projects, rare books, other knowledgeable books and newspapers are kept. These books are made available to the students to increase their knowledge and understanding on various subjects. The college library is an important hub of student life. There, student can check out books, conduct their research, find a quiet place to study, and maybe even flip through magazine. The students can extend their search with use of internet, e-books, e-journals etc. made available in the digital library. The Institute library

exhibits positive impact on the academic achievement of the student. Students can perform better during examination and placement as students are explored to the knowledge through various means. The Library of the institute runs on Advanced Educational Library Management Software(AELMS)installed in 2010. It is partially automated.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

9,89,619

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

2

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The institution has two separate broadband connections running at the Office of the Principal and the Server Room at 100 MBPS with the scheme of monthly unlimited data. The broadband connection enables Wi-Fi availability in all departmental computers and throughout accessible the entire college campus with the password.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

35

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

47,41,940

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The College has an inclusive Maintenance Committee for formulating and executing the required procedures and policies for maintaining and utilizing physical, academic and support facilities like the laboratories, Library, Sports Room, computers, classrooms etc. A set of Complaint Registers are maintained for reporting malfunctioning, damage and need for repair of every physical support facilities. In this way, any and every malfunctioning and damage is reported at the earliest, while the Maintenance Committee also regularly inspects the college properties from time to time. 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. Upgradation of the computer systems is generally done on quarterly basis and anti-virus softwares are installed on a regular basis. During the Lockdown and the post-Lockdown situation, the college has been giving more attention to the maintenance and utilization of the technological properties of the college as both the Academic and Administrative engagements have been shifted to the online mode

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
STUDENT SUPPORT AND PROGRESSION	
5.1 - Student Support	
5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
6,463	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
0	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	E. none of the above
File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

40

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

5

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

1

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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, Campus Maintenance Committee and they play a crucial part. They also act as the liaison between the Teacher-in-charge, faculty, office and the student body as a whole.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

7

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

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: •Competitive Examinations Coaching • MA Entrance Coaching • Special Classes conducted by the alumni for economically disadvantaged students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

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. In keeping with our vision statement, Maynaguri College has always given priority to the education of the underprivileged and the economically weaker sections. 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. It is following this endeavour that within one month after the imposition of the countrywide Lockdown, the College quickly shifted to online mode of education so that the students can continue with their studies uninterruptedly.

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 through the NSS and the NCC and its outreach programs help students engage with the community around

them.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

At the beginning of each academic session, the first meeting of the teachers' council is held to frame the sub-committees related to the academic affairs. Teachers propose their suggestions and after thorough discussions, the composition of each committees is nominated unanimously by the council. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of teachers. The Governing Body, IQAC and all sub-committees have teachers' representatives, while the Governing Body, Anti-Ragging Committee and Internal Complaints Committee have student representatives. All administrative committees include Non-teaching staff representatives. Participative management is ensured at the strategic, functional and operational levels. The T I C, Governing Body, Teachers' Council and the IQAC are involved in defining policies & procedures, framing guidelines and rules & regulations pertaining to admission, examination, discipline, grievance, support services, finance etc. Teachers share knowledge and expertise among themselves, students and staff members while working in a committee. The Principal interacts with affiliating university, government and external agencies & teachers also maintain academic interactions with the concerned departments of affiliating university. Students and office staff contribute significantly to execute the academic, administrative, extension related, co- and extracurricular activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Perspective/Strategic plan focuses on current trends and disrupting forces in higher and technical education strata which when adopted can show better performance. It makes an assessment of stakeholder's expectations, students, faculty members, employers, and needs of the people of the region. Following plans are projected after proper discussion and considering the short term, medium term and long term development plans. The institute has student centric approach and stakeholders are the final beneficiary of these developments.

The salient features of the strategic plan are: Developing Multidisciplinary innovation ecosystem, leading to incubation at institute, project based learning for students. Publishing paper in reputed journals by faculty members and encourage students to do the same. Presenting projects at reputed institutes by students. Sponsoring faculty members and students to National/International level events. Participation in Conferences. Sign MoU with industry for training, interaction, inviting experts for interactive sessions. Organize Workshops/Training for Faculty/ Organizing Conferences. Introduce Certificate/Value Added Courses. Guest Lecture, Association Activities of respective departments. Industrial and Field Visits, Alumni interaction. Purchase of Lab Equipment, Lab Accessories/Tools/Consumables, Software purchase. Apply for projects from government and non-governmental organizations like TEQIP and DST to name a few.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institution is a government -aided college and is fully controlled by the rules, regulations and policies of the Government of West Bengal. Recruitment, promotion, transfer and other service related matters of staff are fully controlled by Government of West Bengal in accordance to the West Bengal College Service Rules. Recruitment of Faculty Members is done by the Government of West Bengal on recommendation of the College Service

Commission. Curriculum designing and examination pattern and modalities are decided by the affiliating university. The institution involves participation of Governing Body, Internal Quality Assurance Cell (IQAC), Teacher's Council, non-teaching staff for implementation of the policies and guidelines.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.maynaguricollege.ac.in/college/governing-body/
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

1. All benefits of the West Bengal Government Employees are applicable to the Teaching and Non-Teaching Staff of this institution. Some of them are listed below:

- General Provident Fund (GPF) with nomination and loan facilities
- Gratuity and Pension Scheme of Government of West Bengal after retirement
- Child Care Leave and maternity leave for female teachers and non-teaching staff

1. Faculty Members are provided duty-on-leave to participate in orientation programmes, refresher courses, short term courses, seminars, workshops and other professional

development programmes 2. Training programmes on soft skill for the teachers and non-teaching staff 3. Workshops for Income Tax related issues faced by teachers and non-teaching staff 4. Health awareness programmes 5. Ramps and to cater to the needs of the differently-abled employees 6. Stress management through different recreational programmes such as Basanta Utsab, Celebration of Durga Puja, Cultural Programs, Teachers' Day, Annual.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

23

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Performance Appraisal System for teaching and non-teaching staff is followed as per the Government Guidelines. In pursuance to G.O. No. 1196-Edn(A)/5P-90/12 dated 31.12.12, Memo No. ED-104/2013 dated 18-02-2013, Memo No. Ed293/2013, 07.05.2013,

Memo No. ED-049/2016/OM-38L/2016 dated 03-03-2016 and 198-EH/(CG)/ (A) 5P-90/12 (Pt) dated 07.12.2017 of the Government of West Bengal, the Internal Quality Assurance Cell (IQAC) of the institution invites applications from the faculty members in the prescribed proforma, which are verified and checked by the IQAC and the Head of the Institution and then forwarded to the Screening/Selection Committee comprising of the Government Nominee and the Subject Experts from the affiliating University. The verified files are then subsequently sent to the Department of Higher Education, Government of West Bengal for necessary action. The Performance Appraisal System of non-teaching staff is followed as per the West Bengal Service Rules. During the academic session 2020-21, the files of 17 No. of faculty members for promotion to the next higher grade/level were verified by the Government/University appointed Screening/Selection Committee and sent to the Government for necessary action.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college has external audit mechanism. The external audit is carried by the authorized chartered Accountant nominated by the Higher Education Dept., Govt. of West Bengal. External audit for the previous years have been completed and replies have been submitted to their satisfaction. It is pointed out that no serious objection/irregularity is outstanding. No Draft Para has ever been issued against the Institute by the Auditors as sent by the Dept. of Higher Education.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers

during the year (not covered in Criterion III)**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Being a Government-aided institution, the source of funds is from the Government of West Bengal and other non-government bodies. The salary component of funds is fully under the jurisdiction of the Government of West Bengal. Excluding the salary component, the institution applies to the government for administrative approval stating the justification and fund requirement for academic, physical and support facilities. Funds were also received under the RUSA Scheme and from the research projects. Departments, and different units/cells apply to the Principal for the purchase/maintenance of equipment, books and journals, computers, contingencies, organizing events and other requirements stating proper justification and budget. The Principal conducts meetings with the Departmental Heads/cells/units, Coordinator, IQAC, Secretary Teachers' Council and Librarian to finalize the allotment of funds. On receipt of the respective resources, concerned department/cell/unit verifies the same. While purchasing an equipment, it is always ensured that the installation charges and maintenance charges (within warranty period) are provided by the company, which delivers the equipment. Such clause is inserted in the work order of the equipment.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The institution attempts to improve the overall institutional quality by imparting quality education, through its innovative, comprehensive and flexible education policy. Its Internal Quality Assurance Cell (IQAC) carries out activities that encompass all aspects of the Institute's functioning. Since its inception in 2007, IQAC of Maynaguri College has been performing the following tasks on a regular basis: 1. Improvement in quality of teaching and research by regular inputs to all concerned based on feedback from students. 2. Providing inputs for best practices in administration for efficient resource utilization and better services to students and staff. 3. Providing inputs for Academic and Administrative Audit and analysis of results for improvement in areas found weak. Students and staff give their regular feedback and suggestions on teaching and administrative performance which is then put into action by the initiatives of the IQAC.

The IQAC has immensely contributed in the implementation of quality assurance strategies and processes at all levels.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC being the central body within the college monitors and review the teaching-learning process regularly. Based on feedback various innovative activities and reforms were introduced. The improvements based on feedback implemented are: IQAC periodically reviews the teaching-learning process, structures & methodologies of operations, and learning outcomes: The standard methods of teaching, learning, and evaluation which are proven over the years are being followed. Academic Calendar: Based on the University Academic Calendar the Institute schedules the academic calendar well in advance at the start of the year with ample time frame for not only the regular teaching-learning process but also to

accommodate the various events like seminar/ guest lecture/ workshops/ FDP's/ Hands-on-series and many more. Preparation of lesson plan for each Semester: The lesson plan is prepared by the faculty members for all the subjects they teach in that particular semester. Evaluation of teachers by students: The institution has a feedback system to evaluate the teachers by students. The regular evaluation of the teachers by the students, feedback on teaching methodologies, course delivery, attitude, strengths and weaknesses, difficulties faced in the subject give a clear idea about the problems faced by the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Safety, security and well-being, along with gender equity and friendly working atmosphere are the issues of prime concern to Maynaguri College. Gender sensitivity is an inherent value in the cultural ethos of the institute and its neighboring community, as is evident by the following facilities - (a) Security checkpoints are provided at the entry. (b) Strict implementation of Anti-Ragging measures and keeping the campus ragging free. (c) Awareness campaigns on women safety and gender sensitivity through street plays rallies and camps by NSS and NCC student volunteers. (d) The college campus is under surveillance with CC cameras installed at prominent locations. (e) Women faculty members accompany girl students when they participate in outdoor activities or tours/excursions. (f) Internal Complaints Committee (ICC) and Women's Cell and Prevention of Sexual Harassment Cell interact regularly with the girl students and resolve the issues addressed by them. (g) There is a Students' Counseling Cell which organizes Lectures and Workshops wherein Student Counselors are regularly invited to counsel both the Faculty and the students. (h) Guest lectures are arranged by ICC to address health, stress or gender sensitization issues. (i) There are separate Common Rooms for Girls & Boys students.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of

degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste: • Waste like plastic, metals, glass, cardboard, newspaper and stationery are systematically collected, segregated and sold to authorize vendors for its recycling. • College adopts almost paperless concept by digitization of office procedures through electronic means via WhatsApp, email and Google classroom; thus, reducing paper-based waste and reduce carbon dioxide emissions. • Print-out pages (which are printed on one side) are re-used in sending fax, print drafts before final document, meeting minutes, memos and notes in office practices as environmentally preferred alternative to waste management to reduce pollution. Dustbins have been installed throughout campus for waste segregation. **E-Waste Management:** •Electronic gadgets are repaired for minor defects by our lab technicians to ensure its optimum utilization. •Students are also made aware of E-Waste issues and its safe disposal. **Waste Recycle System:** • Paper waste is sold out for its recycling in paper industry. • Vermicomposting used to recycle solid waste, peels of vegetable and food waste. • Food Waste is taken away by canteen staff to feed their cattle. **Hazardous Chemicals and Radioactive Waste:** • Campus is free from any kind of radioactive waste.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants 	B. Any 3 of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment	D. Any 1 of the above

with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution is committed to maintain the diversity in the student profile to uphold the mandate of inclusive education. Under the Government admission policy, reservation of seats apply to SC, ST, OBC-A (Minority), OBC-B and physically challenged (PC) category. A nominal fee structure for all students allows quality education for economically challenged ones. Some students who belong to economically challenged sections also apply to the Principal for exemption of fees. For those students, only the tuition fee is taken by the institution, as approved by the Principal for the benefit of the students, Departments work sincerely to cater to the needs of the first generation learners from socially challenged background and also organize remedial classes for the slow learners.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution sincerely takes initiatives to sensitize students and employees towards the values, duties, rights and responsibilities of citizens. The institution celebrates Independence Day and Republic Day and students also take part in the Republic Day parade organized by the local administration. Every year, all students and employees read out the Voters' Pledge on the occasion of the National Voters' Day. However, due to pandemic situation, this program could not be conducted during the academic session 2020-21.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

E. None of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Every year, the institution celebrates/organizes national and international commemorative days, events and festivals in the college campus. Owing to the COVID-19 pandemic situation, these events were organized through online mode during the academic session 2020-21 with active participation of students, faculty members and non-teaching staff. These events were organized by different units, committees and departments of the institution. The events included observation of death centenary of Gurudev Rabindranath Tagore by organising an Online Lecture series on Tagore, Celebration of 74th Independence Day (15-08-2020), Teachers' Day Celebration (05-09-2020), Republic Day Celebration (26-01-2021), Celebration of International Women's Day (08-03-2021), Celebration of Basanta Utsav (27-03-2021), Celebration of Rabindra Jayanti (07-05-2021), and Celebration of World Environment Day (05-06-2021). Many of these events were celebrated via the online mode because of the pandemic and periodic state-wide lockdowns.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC

format provided in the Manual.

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.
- Introduction of an LMS (G Suite) for the students to facilitate a smooth transition to the online Teaching, Learning and Evaluation system due to the Pandemic and Lockdown situations.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

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. It is following this endeavour that within one month after the imposition of the countrywide Lockdown, the College had quickly shifted to the online mode so that the students could continue with their studies uninterruptedly. 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 and outreach activities, organized throughout the year like adopting villages, we have made an effort to give back to the society. 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

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Organization of events related to research methodology and entrepreneurship • Organization of events related to career counselling of students for higher education and job opportunities • Organization of training programmes for students • Organization of training programmes for non-teaching staff • Introduction of an E-platform for uploading of E-content by teachers • Encouraging faculty members to guide Ph.D. students • Further Strengthening of the Student Mentoring System • Implementation of ICT facilities in more number of classrooms • Hostel facilities for students in the college campus • Sending proposals for financial assistance related to water conservation facilities in the college campus • Sending proposals for financial assistance related to use of alternative sources of energy in the college campus • Sending proposal to the NAAC by the IQAC for organization of national workshop on ICT enabled teaching and assessment.