



6.3.1: The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Performance appraisal system: The Performance Appraisal System of teaching staff is under the rules of UGC & Higher education. At the ending of every year, all teachers fill a Comprehensive Self Assessment. Teachers maintain the records of teaching, examinations, college work, Research and Project to calculate their API score. Appraisal for teaching staff is based on the Performance Based Appraisal Scheme (PBAS) proforma submitted by faculty seeking for promotion. The PBAS proforma details individual teachers' teaching-learning and evaluation related activities; research and academic contributions; administrative support and contribution in extra- and co-curricular activities as had been detailed in UGC guidelines.

Following teacher are promoted under PBAS in the year 2022-23:

Dr. Santanu Chakravorty and Dr. Basudeb Saha was promoted from Stage -1 to STage-2


Following teacher are promoted under PBAS in the year 2021-22:

Dr. Debasis Dutta, Sri Rebati Mohon Roy was promoted to Associated Professor; Dr. Manoj Majumdar, Dr. Amit Kundu, Smt. Ruma Dey Promoted from Stage-2 to Stage-3; Dr. Sulagna Dutta, Dr. Chanchal Mondal, Dr. Fulchan Barman, Dr. Santanu Raut, Dr. Dibakar Dutta, Sri Niren Barman, Dr. Ashis Biswas promoted from Stage -1 to STage-2 .

There are no such methodologies for promotion of Non-teaching staff. Teacher and non-teaching staff gets 3% enhancement of their basic salary every year at the end of July as per West Bengal Government rule.

Effective welfare measures for teaching and non-teaching staff and avenues for career development/progression:

1. EMPLOYEES CREDIT COOPERATIVE CREDIT SOCIETY LTD. COVERING PERMANENT TEACHERS. (Loan Facilities)
2. EMPLOYEES CREDIT COOPERATIVE CREDIT SOCIETY LTD. COVERING PERMANENT NON TEACHING EMPLOYEE (Loan Facilities)
3. Non-teaching staff can avail interest free festival advance up-to Rs 25,000 repayable in 10 months (14 Non- Teaching Staff, Including Permanent and Contractual taken advance in 2021-22, 16 Non- Teaching Staff, Including Permanent and Contractual taken advance in 2022-23)
4. Teaching Staff can avail interest free festival advance up- to Rs 35000 repayable in 10 months (9 teachers taken the festival advance in 2021-22, 15 teachers taken the festival advance in 2022-23)
5. SACT teachers can avail interest free festival loan up to Rs 10000 repayable in 10 Month (20 SACT teachers taken the advance in 2021-22, 21 SACT teachers taken the advance 2022-23).


Principal
Mathabanga College
Mathabanga, Cooch-Behar



6. Teaching and Non Teaching staff also benefited by all the facilities given by West Bengal Government

7. Cooperative loan are also available for permanent Teaching and Non-teaching Staff (teaching and non-teaching staff provided a total amount of Rs. 3423000/- for the year 2022-23).

Teachers and non-teaching staff are all ways encouraged by the college authority to attain the professional development programme organized by college and other university and institute.

Number of teacher attends the Profession development programme in the year (outside the college):
2022-23: 6; 2021-22: 13, 2020-21: 7, 2019-20: 4; 2018-19: 3

Number of Teaching and non-teaching staff attend the career development programme organized by Mathabhanga College:

Online Workshop on Use of ICT for Teaching Learning and Administrative Practices in Higher Education Institutions (4th October 2021 to 6th October 2021): 41 (teaching Staff only)

Hands on training program on effective use of ICT tools for teaching and administrative practices (12th June 2023 to 18th June 2023): 31 (teaching and non teaching staff)

A handwritten signature in blue ink, appearing to be 'S. Prasad', is written over a circular stamp.

Principal
Mathabhanga College
Mathabhanga, Cooch-Behar

THE WEST BENGAL STATE CO-OPERATIVE BANK LIMITED
COOCHBEHAR REGIONAL OFFICE



Phone No-(93582)-223010

Fax No-(93582)-222481

Memo No. - Loans / RLC / 11 / 1394

Date : - 18-01-2023



To
The Branch Manager
The W.B. State Co-op. Bank Ltd.
Mathabhanga Branch
Mathabhanga

Sub - Sanction of M.T. Loan to Mathabhanga College ECCS Ltd.

Dear Sir,

With reference to your loan proposal under memo No - 309 Dated - 03-01-2023 Regional Loan Committee of Coochbehar Regional Office in its meeting held on 17-01-2023 was pleased to sanction Mid Term Loan in favour of above named society under following terms and conditions :-

- Amount of Loan sanctioned :- ₹ 34,23,000 (Thirty Four Lakh Twenty Three Thousand Only)
- Purpose :- For disbursement of loan amongst 9 members of the society
- Rate of interest :- Rate of interest shall be charged @ 11.50 % at the Branch Level irrespective of the sanctioned amount, subject to the condition that the ECCS shall lend to their ultimate borrower members at a rate of interest not exceeding 12.50% p a. Penal interest @ 1% over and above the usual rate shall be charged on the defaulted amount, if any, from the date of default
- Repayment Period : The amount sanctioned and the no. of instalments for repayment are as follows :

SL No	Name	Sanctioned Amount	No. of instlt.	Principal Amount of installments (Rs.)
1	Dipankar Karmakar	350000	72	1st 71 insts. Rs. 4861/- & 72th inst. Rs. 4862/-
2	Protima Roy Sarkar	300000	49	1st 48 insts. Rs. 6122/- & 49th inst. Rs. 6144/-
3	Ruhini Barman	431000	72	1st 71 insts. Rs. 5986/- & 72th inst. Rs. 5994/-
4	Subol Kr. Toppo	392000	72	1st 71 insts. Rs. 5444/- & 72th inst. Rs. 5476/-
5	Nur Islam	300000	72	1st 71 insts. Rs. 4166/- & 72th inst. Rs. 4214/-
6	Niren Barman	600000	72	1st 71 insts. Rs. 8333/- & 72th inst. Rs. 8357/-
7	Ranjit Saibya	600000	72	1st 71 insts. Rs. 8333/- & 72th inst. Rs. 8357/-
8	Bikash Barman	300000	72	1st 71 insts. Rs. 4166/- & 72th inst. Rs. 4214/-
9	Nibash Datta	150000	72	1st 71 insts. Rs. 2083/- & 72th inst. Rs. 2107/-
Total		3423000		

d) Monthly Installment - Monthly instalment shown above excludes interest on outstanding balance. Verify monthly installment before disbursement.

e) Other terms & conditions :-

- Immediately after disbursement of the loans, the Branch Manager shall send a letter (specimen enclosed) to the SDDA/ DDO in respect of the borrowing employee-members of the society informing him that such sum of money has been disbursed in favour of the society for on-lending to the members who is / are employees under his control. And ensure obtaining of declaration from the DDO US/59 of WBCS Act, 2006 to deduct monthly installments from the salary in case of defaulter members and send the proceeds to the Bank.
- The Branch Manager must ensure that the adequate shares are raised by the borrowing society as per WBCS Act, 2006 and Rules framed there under and in conformity with the Bye Law of the above named society.
- The society should invest RF, BDRF, and CEF with this Bank separately.
- Utilisation certificate should be furnished within 10 days from the date of availing the loan.
- The Bank reserves the right to add / modify any of the terms and conditions and inspect the society at any time or call for financial statement or other and recall the advance when the same is deemed so necessary by the Bank.
- Branch Manager should also adhere strictly to the norms fixed by the Bank in respect of realization of loan instalments and periodical interest.
- Drawals will be allowed after acceptance of terms and conditions as laid herein above and submitting managing committee resolution by the society in this respect and execution of all usual and necessary documents and other formalities.
- In terms of H.O. order No. H.O./MD/13(41) dated 02.04.2005, before disbursement of the loan; society should be admitted as a "C" class member of the bank by paying Admission Fee @ Rs. 20 (Twenty) only along with at least one "C" Class Share, valued at Rs. 500/- each, if not already admitted and such more no. of Share as may be required to cover 2.5% (Two point Five per cent) of the loan amount outstanding as on the date of disbursement (after taking into consideration the instant loan) less the amount of loan outstanding as on the date of such disbursement out of loans issued on or before 31/03/2005. Share should be collected in multiple of Rs. 500/- . Share should link with loan.

Thanking you

Enclose: Loan proposal

Principal
Mathabhanga College
Mathabhanga, Cooch-Behar

Regional Manager

Copy Forwarded to - The Secretary, Mathabhanga College ECCS Ltd.

MATHABHANGA COLLEGE
FESTIVAL ADVANCE IN FAVOUR OF TEACHING STAFF -2022



Sl.No.	Name	Amount	
1	Rebati Mohan Roy	35,000.00	
2	Ranjit Saibya	35,000.00	
3	Shekhar Sarkar	35,000.00	
4	Dr.Santanu Raut	35,000.00	
5	Basudeb Saha	35,000.00	
6	Sulgana Dutta	35,000.00	
7	Harendra Nath Barman	35,000.00	
8	Sukanta Sarkar	35,000.00	
9	Biswajit Barman	35,000.00	
10	Sinjan Goswami	35,000.00	
11	Surajit Das	35,000.00	
12	Dipankar Karmakar	35,000.00	
13	Neelam Roy	35,000.00	
14	Amzad Hossain	35,000.00	
15	Sanjit Kumar ShilSharma	35,000.00	

5,25,000.00

Principal

Gross Amount Rs. 5,25,000.00 (Rupees Five lakh twenty five thousand) only.
Mathabhang College
Mathabhang, Cooch-Behar

Teacher-in-Charge
Mathabhang College



P.F.	P.F.	P.	LIC	GSLI	Coop	I.T.	T.C.	Puja	Remarks
									22

MATHABHANGA COLLEGE
FESTIVAL ADVANCE IN FAVOUR OF NON-TEACHING STAFF -2022

Sl.No.	Name	Amount	Signature
1	Animesh Pal	15,000.00	
2	Bhabendra Roy	25,000.00	
3	Nripendra Nath Sarkar	25,000.00	
4	Smt. Pratima Sarkar	25,000.00	
5	Bikash Barman	25,000.00	
6	Ranendra Narayan Bhowmik	20,000.00	
7	Ruhini Barman	25,000.00	

1,60,000.00
1,60,000.00

Gross Amount Rs.1,60,000=00 (Rupees One lakh sixty thousand)only.

Teacher-in-Charge
Mathabhang College

Principal
Mathabhang College
Mathabhang, Cooch-Behar



MATHABHANGA COLLEGE

ADHOC BONUS ACQUITTANCE ROLL IN FAVOUR OF 9 NON-TEACHING STAFF OF MATHABHANGA COLLEGE FOR THE YEAR 2021-22

Sl No	Name and Designation	Date of Appt.	Max.Avaible	Sig
1	SRI MADAN CHANDRA KAR GEN/PUMP/GAS PLANT OPERATOR	24/02/2009	4,800.00	<i>M. Kar</i>
2	SRI BHABENDRA ROY GUARD	14/11/1993	4,800.00	
3	SRI NIPENDRA SARKAR LAB. ATTENDANT	1-7-1996	4,800.00	<i>N. Sarkar</i>
4	SMT PRATIMA (ROY) SARKAR LADY ATTENDANT	2-5-1997	4,800.00	<i>P. Sarkar</i>
5	BIKASH BARMAN BEARER /PEON	20-12-2007	4,800.00	
6	SRI RANENDRA NARAYAN BHOWMIK LAB. ATTENDANT (CHEM)	24/02/2009	4,800.00	<i>Ranendra Bhowmik</i>
7	SRI SUBAL KUMAR TOPPO LAB. ATTENDANT (PHY)	24/02/2009	4,800.00	<i>Subal Kumar Toppo</i>
8	SRI NIBASH DATTA PEON	8-10-2010	4,800.00	<i>Nibash Datta</i>
9	SRI RUHINI BARMAN COOK	30/05/1997	4,800.00	

43,200.00

Net Payable Rs.43,200/- (Rupees Forty three thousand two hundred) only.

[Signature]
Teacher-in-Charge
Mathabhang College

1	MALLIKA MALAKAR, W/O LT.SOURAV DAKUA DECEASED EMPLOYEE		4,800.00	<i>Mallika Malakar.</i>
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[Signature]
Teacher-in-Charge
Mathabhang College

1	RANJANA BARMAN PART-TIME SWEEPER	24.02.2009	2,000.00	<i>Ranjana Barman</i>
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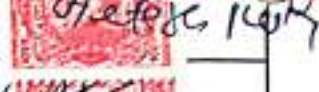













[Signature]

Principal
Mathabhang College
Mathabhang, Cooch-Behar

[Signature]
Teacher-in-Charge
Mathabhang College

MATHABHANGA COLLEGE

Festival Advance in favour of State Aided College Teacher (SACT) for the year-2022

Sl.No.	Name of SACT	Subject	Category & tenure	Puja Advance	Signature
1	Smt. Anadita Neogi	Sanskrit	SACT-II, 10 years & Above	15,000.00	
2	Sri Joyraj Saha	English	SACT-II, 10 years & Above	15,000.00	
3	Smt. Nadira Begum	Political Sc.	SACT-II, 10 years & Above	15,000.00	
4	Sri. Nilujan Saha	English	SACT-II, 10 years & Above	15,000.00	
5	Sri. Partha Laskar	Commerce	SACT-II, 10 years & Above	15,000.00	
6	Sri Bipul Roy	Bengali	SACT-I, Less than 10 yrs.	15,000.00	
7	Sri Hitesh Roy	Bengali	SACT-II, Less than 10 yrs	15,000.00	
8	Rehena Parvin	Bengali	SACT-I, Less than 10 yrs	15,000.00	
9	Bidhan Ch. Barman	Education	SACT-II, Less than 10 yrs	15,000.00	
10	Sri Swapan Barman	Education	SACT-II, Less than 10 yrs	15,000.00	
11	Sri. Ananta Barman	History	SACT-I, Less than 10 yrs	15,000.00	
12	Smt. Tapasi Barman	History	SACT-II, Less than 10 yrs	15,000.00	
13	Kalyan Roy	Mathematics	SACT-II, Less than 10 yrs	15,000.00	
14	Sri Ashim Barman	Philosophy	SACT-I, Less than 10 yrs	15,000.00	
15	Sri Nur Islam Mia	Philosophy	SACT-I, Less than 10 yrs	15,000.00	
16	Sri Prasenjit Roy Asowar	Philosophy	SACT-II, Less than 10 yrs	15,000.00	
17	Smt Rupon Nag	Philosophy	SACT-I, Less than 10 yrs	15,000.00	
18	Sri Sunil Barman	Philosophy	SACT-I, Less than 10 yrs	15,000.00	
19	Smt. Paramita Acharjee	Political Sc	SACT-II, Less than 10 yrs	15,000.00	
20	Sri Ashim Roy	Sanskrit	SACT-I, Less than 10 yrs	15,000.00	
21	Sri Kamal Chandra Barman	Political Sc	SACT-II, Less than 10 yrs	15,000.00	
				3,15,000.00	





Principal
Mathabhang College
Mathabhang, Cooch-Behar



Teacher-in-Charge
Mathabhang College

NOTICE(17.01.2022)



It is notified that a meeting of IQAC of Mathabhang College will be held on 20.01.2022 at 12.30 pm. in Principals Chamber to discuss and resolve the following agenda. All the members are earnestly requested to attend the meeting.

Agenda:

1. Review and confirm the proceedings of the last meeting.
2. Internal assessment for ongoing odd semester
3. PBAS proforma for promotion under CAS of the following teachers.
 - i) Dr. Debasish Dutta
 - ii) Dr. Amit Kundu
 - iii) Dr. Fulchan Barman
 - iv) Dr. Sulagna Dutta
 - v) Dr. Dibakar Dutta
 - vi) Dr. Chanchal Mondal
 - vii) Dr. Santanu Rout
4. Introduction of new course from next academic session.
5. Miscellaneous.

Members:-

1. Dr. Sulagna Dutta (TIC) *SNS: 18/1/22*
2. Dr. Gurucharan Das
3. Prof. Aparna Biswas (Co ordinator, IQAC) *Amul*
4. Prof. Rebati Mohan Roy
5. Dr. Manoj Majumder *18/1/22*
6. Prof. Fulchan Barman *Amul*
7. Dr. Santanu Rout
8. Dr. Santanu Chakravorty *Barman*
9. Prof. Priyanka Chettri
10. Prof. Biswajit Barman *OK 20.1.22*
11. Sri Prabir Sarkar *20/1/22*
12. Sri Animesh Pal *Amul*

Principal
Mathabhang College
Mathabhang, Cooch-Behar

Amul
Aparna Biswas

17.01.2022
Co ordinator, IQAC
Mathabhang College
IQAC
Mathabhang College

Members present in the 7 EGAC meeting on 20.01.2022

1. ~~MS~~ 20/1/22
2. Aparna Biswas - Jmks
3. Manoj Majumdar 20/01/22.
4. Fulda Baner 20/01/22
5. Sandin Choudhury
- 6.
- 7.
8. Prabir Sarker - ~~Prabir~~ 20/1/22
9. Anirudh Pal



Principal
Mathabanga College
Mathabanga, Cooch-Bihar

Meeting no 4/2021-22

Resolution of the meeting held on 20.01.2022



The meeting of IQAC, Mathabhang College, held on 20.01.2022 at 12.30 pm in Principal's chamber was presided over by Dr. Sulagna Dutta, the teacher-in-charge of Mathabhang college. In the meeting the following resolutions have been taken unanimously;

Agenda 1

The resolution of the meeting held on 02.12.2021 was read out and confirmed.

Agenda 2

Each department will take class test individually and will preserve the documents. Departments may also arrange programme for seminar presentation by the students and may ask for project submission as a part of internal evaluation. In each case documents needs to be preserved.

Agenda-3

- i) The Promotion file of Dr. Debasish Dutta, Assistant professor of Bengali, will be introduced in the next meeting as fixation memo of his last promotion needs some correction and it is under process.
- ii) The file of promotion under CAS according to the format of annual self assessment for the performance based appraisal system (PBAS) of Dr. Dibakar Dutta, Assistant professor of Physics from Stage -1 to stage -2 has been approved and forwarded to Teacher in charge for further action.
- iii) The file of promotion under CAS according to the format of annual self assessment for the performance based appraisal system (PBAS) of Dr. Amit Kundu, Assistant professor of Economics from Stage -2 to stage -3 has been approved and forwarded to Teacher in charge for further action.
- iv) The file of promotion under CAS according to the format of annual self assessment for the performance based appraisal system (PBAS) of Dr. Dr. Chanchal Mondal, Assistant professor of Chemistry from Stage -1 to stage -2 has been approved and forwarded to Teacher in charge for further action.
- v) The file of promotion under CAS according to the format of annual self assessment for the performance based appraisal system (PBAS) of Dr. Dr. Fulchan Barman, Assistant professor of History from Stage -1 to stage -2 has been approved and forwarded to Teacher in charge for further action.
- vi) The file of promotion under CAS according to the format of annual self assessment for the performance based appraisal system (PBAS) of Dr. Santanu Raut, Assistant professor of Mathematics from Stage -1 to stage -2 has been approved and forwarded to Teacher in charge for further action.

Principal
Mathabhang College
Mathabhang, Cooch Behar

Teacher-in-Charge
Mathabhang College

Coordinator
IQAC
Mathabhang College

- vii) The file of promotion under CAS according to the format of annual self assessment for the performance based appraisal system (PBAS) of Dr. Dr. Sulagna Dutta, Assistant professor of Physics from Stage -1 to stage -2 has been approved and forwarded to Teacher in charge for further action.



Agenda-4

Teacher in charge is requested to take necessary action for the introduction of the following courses

- a) Geography honours course b) Physical education programme course

Agenda-5

i) Dr. Santanu Chakraborty proposes to purchase a wheel chair and a Brail software for the benefit of the students with special needs. All other members support the issue and TIC is requested to take necessary steps to purchase the same.

ii) Teacher in charge is requested to take necessary action to keep the classrooms clean and well maintained .

As no other issue has been raised the meeting ends with vote of thanks to the chair.

Teacher-in-Charge
Mathabhanga College

Coordinator
IQAC
Mathabhanga College

Principal
Mathabhanga College
Mathabhanga, Cooch-Behar



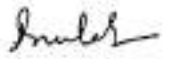
Notice (31.01.2023)

This is for information that a meeting of IQAC will be held on 07.02.2023 at 1.p.m in the IQAC room to discuss and resolve the following agenda.

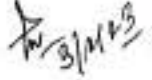
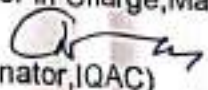

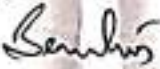
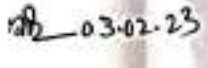
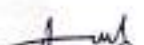
All members are requested to attend the meeting.

Agenda;

- 1) To review and confirm the proceedings of the last meeting.
- 2) To consider the promotion file of Dr. Santanu Chakraborty, assistant professor of Chemistry for promotion from stage -1 to Stage-2 .
- 3) To consider the promotion file of Prof.Basuded Saha assistant professor of English for promotion from stage -1 to stage -2 .
- 3) To consider the promotion file of Prof. Sekhar Sarkar ,assistant professor of Bengali for promotion from stage -1 to stage -2 .
- 4) To consider the promotion file of Prof.Topgyal Zimba ,assistant professor of History for promotion from stage -1 to stage -2 .
- 5) Miscellaneous .


Aparna Biswas
Coordinator,IQAC
Mathabhanga College

Members;

1. Dr. Fulchan Barman (Teacher in Charge,Mathabhanga College) 
2. Dr. Gurucharan Das 
3. Prof. Aparna Biswas(Coordinator,IQAC)
4. Prof. Rebati Mohan Roy
5. Dr. Manoj Majumder
6. Dr. Santanu Raut 
7. Dr. Santanu Chakraborty 
8. Prof. Priyanka Chetri
9. Prof.Biswajit Barman 
10. Sri Prabir Sarkar
11. Sri Animesh pal 


Principal
Mathabhanga College
Mathabhanga, Cooch-Bihar

ers present in the meeting of IQAC held on 07.02.2023 at 1.pm in the IQAC



	Name of the member	Signature of the member
1	Dr. Fulchan Barman(Teacher in Charge)	
2	Dr. Gurucharan Das	
3	Prof. Aparna Biswas(Coordinator,IQAC)	07-02-2023
4	Prof. Rehati Mohan Roy	Rehati Mohan Roy 07/02/2023.
5	Dr. Manoj Majumder	Manoj Majumder 07/02/23
6	Dr. Santanu Raut	Santanu Raut
7	Dr. Santanu Chakrabourty	Santanu Chakrabourty 07/02/23
8	Prof. Priyanka Chetri	
9	Prof. Biswajit Barman	07-02-23
10	Sri Prabir Sarkar	
11	Sri Animesh pal	07/02/23

A handwritten signature in blue ink, appearing to be "S. Prasad", is written above the principal's name.

Principal
Mathabhanga College
Mathabhanga, Cooch-Bihar