



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		MATHABHANGA COLLEGE
Name of the head of the Institution		Dr. Gurucharan Das
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		+918918280158
Mobile no.		9474963981
Registered Email		mtbcollege1969@gmail.com
Alternate Email		mtbcnaac2021@gmail.com
Address		Vill & P.O- Pachagarh, P.S.- Mathabhanga
City/Town		Coochbehar
State/UT		West Bengal
Pincode		736146

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Amit Kundu
Phone no/Alternate Phone no.	+918617859535
Mobile no.	9635985909
Registered Email	iqac.mtbc@gmail.com
Alternate Email	mtbcollege1969@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://www.mtbcollge.ac.in/aqar.html
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.mtbcollge.ac.in/academic-calendar.html

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C+	2.48	2007	10-Feb-2007	09-Feb-2012

6. Date of Establishment of IQAC	19-Mar-2014
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Skill Development	02-Aug-2018	150

Programme	1	
Workshop on Professional Skill	18-Feb-2019 1	200
International seminar on Language diversity and International mother language day	23-Feb-2019 1	200
Yoga Camp	26-Mar-2019 3	70
Mathabhanga College organized a three days workshop on Hindi Learning	09-Mar-2019 3	150
A UGC Sponsored National Seminar on Consumer Awareness and Rights in India was jointly organized by the Department of Political Science and Department of Commerce	15-Mar-2019 2	49
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. Kartik Das, Dept. of Political Science Mathabhanga College	12 th Plan Teacher Fellows	Indian Council of Social Science Research(UGC)	2018 365	45000
NSS Mathabhanga College	Voluntary service	Coochbehar Panchanan Barma University	2019 365	40590
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes

Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
Departments with the help of IQAC prepared Academic calendar for the season 2018-19	
IQAC with the help of different Departments organized number of seminars	
IQAC organized Career Counselling Programme	
IQAC takes initiative for arranging a stress management like Yoga camp that is quite helpful to minimize stress among students	
IQAC arranged programme to give some help to economically poor students	
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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Preparation of academic calendar	Academic calendar for the year 2018-19 has been prepared
To encourage Alumni Association of Mathabhanga College to arrange some social, cultural and awareness programme	Mathabhanga College Alumni Association every year celebrates World Environment Day with great pomp and fervor in support to the environment with planting of saplings
To organize seminar, special lecture, workshop etc	i. A oneday international seminar on "Language diversity and International Mother Language Day" was organized by the department of Bengali on Saturday, 23rd February 2019. ii. Mathanga college organized a special Lecture on "Problem and solutions of Fundamental Education in India" on 25th February, 2019 at 1.30 p.m. iii. Mathabhanga College organized a three days workshop on Hindi Learning from 9th March to 12th March, 2019. iv. A UGC Sponsored National Seminar on Consumer Awareness and Rights in India was jointly organized by the Department of Political Science and Department of Commerce from 15th 16th March 2019.

To take initiative for the career counseling programme	Mathabhanga College organized a one day "workshop on Professional Skills" on February 18, 2019. The purpose was to meet the requirements of the companies as the job market needs good skilled people. Professional skill is the life and blood of any organization and with this purpose students were motivated to learn professional skills, leadership skills.
To take initiative for arranging a stress management like Yoga camp that will be helpful to minimize stress among students	NSS wings of Mathabhanga college organized a yoga camp for three days on 26th February 2019.
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Teacher Council	25-Nov-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2019
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Date of Submission	23-Feb-2019
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>1. Online Admission Management System (https://mathabhangacollegeadmission.org/index.php?sectionusersactionlogin)</p> <p>2. Offline Library Management System</p> <p>3. Student Management System (https://promotion.mathabhangacollegeadmission.org/)</p> <p>4. File Tracking System (mtbc.in/file_tracking/)</p>
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Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Mathabhanga College is affiliated to the Coochbehar Panchanan Barma University, Coochbehar, and it follows the University prescribed curriculum. Different steps which are followed by the institution to ensure effective curriculum delivery through a well planned and documentation process are as follows: The Annual Academic Calendar is prepared according to the University Calendar prior to the commencement of the academic year by IQAC, specifying available dates for significant activities to ensure proper teaching-learning process and continuous evaluation and it is displayed in the College Website. Meeting is held in each department at the end of the academic year to discuss the course distribution for the next academic session. Based on the expertise of individual faculties, the syllabus is allotted to them by the Head of the Department. Every department prepares a teaching plan, allotting term-wise topics to be taught. Syllabus of each subject for the academic session is provided to the students. Some faculties maintain a personal diary for effective academic planning, implementation and review of the curriculum. Theory & Practical classes are held according to the Time-Table which is prepared prior to the commencement of the academic year by the Routine Committee and is published in College website. Conventional classroom teaching is blended with reasonable use of ICT to make the teaching-learning process more learner-centric. YouTube assisted learning; experiential learning, participative learning & Problem-Solving method are also used for effective curriculum delivery. Classroom teaching is supplemented with seminars, workshops, special lectures, group discussions, Tutorials, Use of Proctors, seminar presentation by the students, projects, group assignments, educational tours, and industrial visits for effective delivery of curriculum, which are done in a planned manner. Records are maintained by each department and information is provided to IQAC for documentation. The College Central Library provides teachers with necessary learning resources for effective delivery of curriculum. Library related information are well maintained and are provided to IQAC for documentation. All Internal Examinations like Class test, are conducted to check whether the students have acquired knowledge as outlined in the objectives of the curriculum. All examinations are conducted according to the Academic Calendar. Tutorials are held regularly to monitor the progress of the students. Remedial / Special classes are conducted for low achievers. Advanced Learners are made to solve University Question papers and efforts are made by faculties to improve their performance. Record of the regular attendance, mark lists and progress of the students are maintained and preserved by the respective departments. The college encourages faculty members to attend Orientation/Refresher courses, workshops and present papers in seminars conducted by the affiliating and other Universities for acquiring necessary skills for effective delivery of the curriculum.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	Nil	Nil	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NA	Nil

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
0	Nil	Nil
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	NA	0
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	No

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

Feedback Obtained
<p>1. The Institution has a well defined mechanism of obtaining the feedback for the stakeholders for SWOC analysis. 2. The institute collects the feedback from the stake holders to improve the performance and quality of the institutional provisions. 3. The Internal Quality Assurance Cell collects feedback from the students, teachers, alumni and employers regarding learning processes, curriculum, course outcome, administrative facilities etc. 4. The inputs obtained are further used to improve the overall performance and quality of the institutional provisions. 5. The institute collects the offline feedback from students, teachers, alumni and employers</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	BSc HONOURS IN CHEMISTRY	25	Nil	19

BA	BCOM PROGRAMME	150	Nil	4
BA	ACCOUNTANCY HONOURS	120	Nil	0
BA	BA HONOURS IN ECONOMICS	120	Nil	1
BA	BA HONOURS IN ENGLISH	120	Nil	104
BA	BA HONOURS IN BENGALI	120	Nil	106
BA	BA HONOURS IN SANSKRIT	120	Nil	94
BCom	BA HONOURS IN PHILOSOPHY	120	Nil	101
BCom	BA HONOURS IN POLITICAL SCIENCE	120	Nil	115
BSc	BA PROGRAMME	2000	Nil	1761

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	4065	0	63	0	0

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
63	32	6	3	1	7

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Students mentoring systems is available in our college. Departmental teachers search out the students who are lagging behind for different reasons like personal, financial, social and academic. After identifying the students the concerned teacher meet with them and listen carefully their problem and take necessary measures. Students are motivated to strive for higher goals. They are provided with additional inputs for better career planning and growth like: 1. Different departments organize student seminars, group discussions, quizzes to develop analytical and problem solving abilities in them and thereby, to improve their presentation skills. 2. Encouraging them with extra care to obtain University ranks. 3. Motivation to appear for competitive exams is given and with that purpose in mind the college library is also well equipped with books related to General Knowledge, Computer facility with internet connection and Wi-Fi connectivity for fast and precise access of information for independent

learning.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
4065	63	1:65

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
31	29	2	0	10

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	NA	Assistant Professor	NA

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	HONOURS AND PROGRAMME	2nd and 4th	30/07/2019	16/08/2019
BCom	HONOURS AND PROGRAMME	2nd and 4th	29/06/2019	16/08/2019
BA	HONOURS AND PROGRAMME	2nd and 4th	29/06/2019	16/08/2019
BA	HONOURS AND PROGRAMME	1st and 3rd	22/12/2018	21/02/2019
BCom	HONOURS AND PROGRAMME	1st and 3rd	22/12/2018	21/02/2019
BSc	HONOURS AND PROGRAMME	1st and 3rd	07/01/2019	21/02/2019

[View File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institute believes firmly in continuous evaluation of the students for their sustained performance. As the institution is affiliated to Coochbehar Panchannan Barma University, CoochBehar, evaluation pattern given by the university is followed. As per the university regulations, Continuous Evaluation mark is 10 for each paper whether it is of Core or Programme Course. The 10 marks further divide into two parts 4 for attendance evaluation and 6 for Internal Assessment. The distributions of 4 marks in attendance evaluation are as follows according to University Guidelines: Attendance Evaluation:

Attendance Marks: 75 <85 1, 85 <90 2, 90 <95 3, >95 4 Our College strictly follows this guideline. Students are informed by the respective HOD (through respective what's app group guidelines also shared to the students) about the attendance evaluation Process and students are advised to follow the maximum attendance in class to grab the full marks in attendance evaluation. Students are assigned for internal Assessment throughout the years via both descriptive and short writing examination or Seminar representation or by viva-voce examination. Each department's take the examination throughout the semester, those department fails to evaluate the assessment throughout the years generally conducted the examination on or before the schedule time mentioned for IA exam in Academic Calendar Published in our website. The Institute has taken following measures for the effective implementation of the evaluation reforms introduced by the University: 1.The examination committee meets periodically to discuss all the examination related matters. 2. Students can check their evaluated answer script on demand (for writing exam) 3.Faculties discuss the weakness and strength of student's in fronts of them during Presentation and Viva-Voce exam 4.Parent's teacher meeting yearly taken place to discuss the progress of students University Guidelines regarding continuous evaluation: https://drive.google.com/file/d/1FAUd_vfqgTWf5pMr-afNYzvBgY9PWoUh/view?uspsharing IA marks distribution in prescribed format by University: <https://drive.google.com/file/d/1oFP9GFVuwSX7U6qwTmuWZJkWckJCDiBX/view?uspsharing>

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

Institution prepared a Calendar as per the scheduled prescribed by the Coochbehar Panchanan Barma University (Affiliating University) for implementation of Curriculum and participation in Extracurricular and co-curricular Activities. As per university rules and regulation academic activity run in college throughout the year. At the beginning of session institution prepared an academic calendar to organize the curricular and extracurricular activities in the institution. In academic calendar institute adhered to available working days, short and long Holidays, National Public holidays, Admission process, Semester wise Teaching Plans, Tentative University Examination days of semester, allocation of Internal Assessment work, Celebration of various Birth and Death Anniversary, sampling plantation etc. and special days. Besides this institute arrange some curricular and co-curricular actives casually as per the guidelines suggested by the State Government of West Bengal time to time. Institute tries to run all the activities as per the academic calendar but some time due to circumstances some events scheduled gets change. Academic calendar link: <http://www.mtbcollege.ac.in/academic-calendar.html>

2.6 – Student Performance and Learning Outcomes

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

<http://mtbcollege.ac.in/programme-outcome-and-programme-specific-outcome-2018-19.html>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	BA	BA HONOURS	385	382	99.2

Nil	BA	BA PROGRAMME	529	406	76.7
Nil	BSc	BSC HONOURS	50	44	88
Nil	BSc	BSC PROGRAMME	17	16	94
Nil	BCom	BCom HONOURS	6	3	50
Nil	BCom	BCom PROGRAMME	1	1	100
View File					

2.7 – Student Satisfaction Survey

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

<http://www.mtbcollege.ac.in/2-7-1-sss-analysis.html>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	Nil	0	0
No file uploaded.				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
NA	NA	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	Nil	NA
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	NA	NA	NA	NA	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Mathematics	1	0
International	Chemistry	3	3.47
International	Economics	1	0.51
View File			

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

Department	Number of Publication
Sanskrit	2
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
On Sasakian manifolds satisfying curvature restrictions with respect to quarter symmetric metric connection	Ashish Biswas	Scientific Studies and Research	2018	Null	Yes	0
Ligand-induced symmetry breaking and concomitant blueshift in the emission wavelength of an octahedral chromium complex	Manoj Majumdar	Journal of Molecular Modeling	2018	Null	No	0
Panel Causality Evidence On The	Amit Kundu	Asian Journal of Multidimensional	2018	Null	Yes	0

Relation Between Government Expenditure And Income Growth In BRICS Countries		Research				
Strategic design of thiophene-fused nickel dithiolene derivatives for efficient NLO response	Manoj Majumdar	Physical Chemistry Chemical Physics	2018	Null	No	5
Multifunctional magnetic materials of organic origin for biomedical applications: a theoretical study	Manoj Majumdar	Chemistry Select	2018	Null	No	1
View File						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Strategic Design of Thiophene-fused Nickel Dithiolene Derivatives for Efficient NLO Response	Manoj Majumdar	Phys. Chem. Chem. Phys.	2018	239	5	NO
Multifunctional Magnetic Materials of Organic	Manoj Majumdar	Chemistry Select	2018	34	1	NO

Origin for Biomedical Applications: A Theoretical Study						
Ligand Induced Symmetry Breaking and Concomitant Blue Shift of Emission Wavelength in Octahedral Chromium Complex	Manoj Majumdar	J. Mol. Model	2018	69	0	NO
View File						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	1	Nil	Nil
Presented papers	2	Nil	Nil	Nil
Attended/Seminars/Workshops	1	Nil	Nil	Nil
View File				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
National Women Day Celebration	NCC Wings of Mathabhanga College	1	10
Yoga Camp	NSS Mathabhanga College and Yoga Teacher	5	150
Free Eye Screening Camp	NSS Mathabhanga College and Mathabhanga Vision Centre , a branch of Greater Lions Eye Hospital , Siliguri	1	150
Clean Campus Clean India	NSS Mathabhanga College	1	36
Collection of	NSS unit	1	30

Money for Kerela Flood Victim Relief Funds	Mathabhanga College and IQAC		
Special Winter Camp	NSS unit of Mathabhanga College and Balarhat Satgachhi Village resident	1	20
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NA	NA	NA	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Clean Campus Clean India	NSS unit of Mathabhanga College	Swachh Bharat	1	36
National Women day Celebration	NCC Mathabhanga College	Gender Issue	1	10
Special Winter Camp	NSS unit of Mathabhanga College and Balarhat Satgachhi Village resident	Community	1	20
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NA	NA	NA	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant

NA	Nil	NA	Nil	Nil	0
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NA	Nil	NA	Nil
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
Nil	31.99

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Others	Newly Added
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
ATHENOS	Partially	2.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	20541	757962	6	1620	20547	759582
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	37	1	1	9	1	2	0	60	0
Added	0	0	0	0	0	0	0	0	0
Total	37	1	1	9	1	2	0	60	0

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

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Learning Management System	https://mtbc.in/lms/

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Nil	27.27	Nil	25.7

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

Mathabhanga College (Coochbehar) has a set of established procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports facilities, computers, classrooms etc.

Maintenance of library: For maintenances of library infra-structure and facilities, the library committee and administration have been given the responsibility to purchase, procure books, E-Journals and other materials, as per the recommendations received from the departments of the colleges.

Maintenance of the laboratory: The laboratory equipments and the necessary chemicals are purchased by the office of the principal and purchase committee as per the requirements of the teaching departments of the college. The Science students of the college are taught and trained about the use and maintenance of laboratory items.

Maintenance of the sport facilities: Sports Committee takes the responsibilities of the maintenances of the sport facilities. The necessary goods and sports articles are purchased by the office of the principal as per the recommendations of the sports committee and the suggestion of the students of the college.

Maintenance of Computers and IT facilities: The office of the principal decides about purchasing necessary IT equipments as per recommendations received from the departments of the colleges and the administrative office of the college. IT facilities are maintained by computer skilled personnel of the college and they also take the responsibilities of periodic up-gradations of the IT resources.

Classroom facilities: The maintenance of classrooms is a regular exercise. The cleanliness of classrooms is ensured by a group of Part-time workers and sweepers. After the admission

process in every semester it is ensured that all the classrooms have adequate desks, benches. Student support and welfare: In the college campus, there is a good environment for the benefit and welfare of the students. Various sub committees are in the college to support services, student welfare and to meet their needs. The principal (teacher in charge) is the chairperson of all sub committees. There is a canteen which provides the healthy and hygienic food for the students as well as the other members of the college. We have a proposal to revamp canteen in near future Internal Complaint Cell, Anti Ragging Cell, Grievance Redressal Cell also formed for the welfare of the students. They have always communicated and discuss with the students about their problem. SC, ST Cell, Minority Cell and OBC cell takes care about the welfare of reserved category students of our college. Academic Support: The college is affiliated to Coochbehar Panchanan Barma University, Coochbehar. The college has an elaborate academic support mechanism. All the departments follow the syllabus of Coochbehar Panchanan Barma University for the U.G. Level. An examination committee is appointed by the authority for semester examination and they are engaged in smooth conduction of examination, In the admission process the college has followed the Constitutional provisions of reservation as well as rule of the State Government. The students are provided the syllabus, question papers of previous years in the website

<http://www.mtbcollege.ac.in/procedures-and-policies.html>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Student aid fund and free studentship-half fee	361	139110
Financial Support from Other Sources			
a) National	Kanyashree and Swami Vibekananda scholarship	846	18602000
b) International	NA	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Workshop on Professional Skills	18/02/2019	150	Institute of computer accountants (ICA)
Skill Development	02/08/2018	140	Institute of Computer Accountants (ICA)
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	NA	0	0	0	0
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA	0	0	NA	0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	2	Mathabhanga College	Physics	IIT Bombay, CBPBU	MSc
2019	1	Mathabhanga College	Sanskrit	CBPBU	MA
2019	17	Mathabhanga College	Philosophy	CBPBU, NBU	MA
2019	1	Mathabhanga College	History	CBPBU	MA
2019	1	Mathabhanga College	Chemistry	CBPBU	MSc
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	15

SET	7
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Intra College Annual Sports organized by Mathabhanga College	College	150
Inter College Sports and Games Championship (DPI sports)	College	17
Inter College Sports and Games Championship (Football) (DPI Sports)	College	18
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	1st in Shot put (Women)	National	1	Nil	17010050 31639	Rupa Sharma
2019	2nd in Javelin (Women)	National	1	Nil	17010050 31639	Rupa Sharma
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Usually the student union general secretary become ex-officio member of the governing body and other academic and administrative committees like academic committee, student welfare committee etc. However, during the session 2018-19 no student election was held in West Bengal. Hence there was no elected general secretary of the student union and as a result the post was vacant in the respective bodies. However, during the Year 2018-19 the college organized Annual Sports, Fresher's Welcome Program, Annual Cultural Programme, Swarswati Puja, Teachers Day and other student's welfare programme in collaboration with the nominated representatives of students.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

MATHABHABHANGA COLLEGE ALUMNI ASSOCIATION(MCAA) Founded on 22.02.04 Registered under the West Bengal Society Registration Act, 1961. Registration S/IL No. 46441, dated 20.07.07. The objects for which the association is established are: To provide a balanced and objective coverage of issues pertaining to academic affairs of the college, to provide a means of staying in touch with the alma mater as well as with one another, to provide a route for fostering mutually beneficial and enduring relationship between the college's past with

its future, to provide a forum for open exchange of relevant ideas. To encourage its members for taking part in indoor and outdoor games and cultural programs, to promote and encourage the creation and preservation of such an atmosphere as may be conducive to the interest of the common people as well as to the members of the Association and those connected with them, to raise funds carrying out the object of the association, to do all other things which may be ancillary or conducive to the attainment of the aforesaid objects or any of them, to express opinion and views in all other matters as may be found necessary or expedient, to fall in and confederate with all other associations of the state in cases of emergency to uphold common causes, to render help for financial, physical, intellectual, philanthropic and charitable cause involving people at large. To do all other things as may be considered expedient.

Membership: Admission: Any student graduated from this institution may be a member of this Association and Office bearers of the Governing Body of the Association shall be the first members of the Association. Any student who have graduated from this institution may be a member of this Association and life time membership fee will be Rs.50/- or as may be settled by the Executive Committee. **Types of members: Honorary Members:** any person, whose connection with the Society is deemed to be useful, with the consent of such person, neither is eligible to be a member of the Governing Body nor shall be entitled to vote at any meeting. **Ordinary members:** Any person who is qualified to be a member and pays prescribed ordinary membership fee may be admitted as an ordinary member of the Society. **Cessation of Membership :** Any member shall cease to be a member on the acceptance of his resignation of membership, on his becoming insane, on his conviction of any offence in connection with the formation, promotion, management or conduct of affairs of society or a body corporate or of any offence involving moral turpitude. **Register of members:** The Association shall maintain a register of members containing the names, addresses and their occupations, the date of admission and of cessation of membership. The register will be kept open for inspection of the members of the Society, or requisition. All entries required to be made therein shall be entered within a period of 15 days.

5.4.2 – No. of enrolled Alumni:

34

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

2

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The Institutions always believe in the practices of decentralisation and participative management. Practice of Decentralisation reflects the policy decision making, planning and administration, and office management. The Institutions enhance this quality at various levels Principal, Governing Body Teachers' Council, College Development Committee, IQAC NAAC Committee, Administrative and Non-teaching Staff, NCC, NSS, Various other Committees. All the stakeholders are involved in the decentralisation and participative management and works together for efficient functioning of the Institution

GOVERNING BODY: a) It acts as an advisory body to the Principal of the college.
b) The committee provides suggestions/ recommendations regarding the

development of the college. c) It also provides recommendations with regard to academic functioning of the institution. COLLEGE ADMISSION COMMITTEE: a) The committee conducts all the admission related activities within the college. b) All the admission related activities ,allocation of subject streams, verification of admission forms, publication of merit list and issuance of fee receipts are conducted by the committee. SPORTS COMMITTEE: a) All the sports related activities within the college are conducted under the ambit of the committee. b) The committee devises detailed calendar of sports activities to be carried out during a particular session. c) The committee recommends development of all sports related infrastructure within the college. GENERAL PURCHASE COMMITTEE: a) All the purchasing activities are carried out by the committee. b) The material requirements for different departments and other infrastructural requirements are purchased by this committee. c) The committee invites tenders, scrutinises them, prepares comparative statements and then recommends purchase. EXAMINATION COMMITTEE: a) The committee is responsible for the smooth conduct of various examinations in the college. b) The committee assigns supervisory and other monitoring duties to the faculty members of the college. c) The committee is responsible for the conduct of internal examination and other department related practical examination. d) The committee also allocates answer scripts to different faculty members for their evaluation and preparation of evaluation. CULTURAL COMMITTEE: a) The committee conducts cultural and literary activities in the college. b) Activities pertaining to culture, art and music are conducted under the ambit of this committee. UGC AFFAIRS MANAGEMENT COMMITTEE: a) The committee looks after the schemes and programmes sponsored by UGC, under RUSA. b) The introduction of new courses by UGC, MHRD or RUSA and their management, funding affairs etc is managed by this committee. DISCIPLINE/ANTI-RAGGING AND GRIEVANCE REDRESSAL COMMITTEE: a) The committee is responsible for the maintenance of discipline and general order within the campus. b) The committee also looks after the complaints/grievances of students with regard to ragging and other issues. d) The different types of grievances from students with regard to academics and other issues are also monitored by the committee. IQAC AND NAAC STEERING COMMITTEE: a) The committee is responsible for the maintenance of internal quality standards of the institution with regard to academics and infrastructure. b) The committee suggests ways and means in order to achieve academic excellence by optimal utilization of present infrastructural resources. c) The committee is responsible for the preparation

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Human Resource Management	The college authority for smooth running of all the activities takes care for optimum and efficient use of existing human resources. The day to day activity of teachers and nonteaching staff looked after by the Teacher in Charge. The teachers are encouraged to take part in different faculty development programme. The Teacher in Charge periodically takes special sessions to inform and guide the teachers and non teaching staff related to admission, examination,

	teaching and learning, seminar and different outreach programs
Examination and Evaluation	We follow University examination scheme of 80:20 wherein 80 weightage is given to end semester exam 20 weightage is given to internal test. This scheme of continuous assessment ensures proper learning outcomes. The University scheme provides us with various heads of evaluation such as assignments, presentations, practical etc. These heads of exams and evaluation enables formative assessment. For 111 course we do not have any Internal assessment.
Research and Development	As far as the research is concerned there is very less scope because we have only UG courses in the college and no Ph.D. programmes courses in the college. Still the faculty is very much aware and actively involved in the research work. The college is already having 10 PhD degree holders as faculty and some are pursuing their PhDs. The college motivate the faculty and maintain and promote the research environment. Our faculty has published several papers and few books from reputed publishing houses
Industry Interaction / Collaboration	We have no such collaboration
Library, ICT and Physical Infrastructure / Instrumentation	The Institute has library space in with adequate seating capacity. Library is regularly updated and upgraded by adding new Text books, reference books, Research journals, magazines, news papers.It is continued linked with INFLIBNET and a user can access several E-books and E journals with this facility. We have 2 ICT enabled classrooms. We have 10.78 acres of land 4514 sq. mt built up area which is in excess of norms as per AICTE. We Have 1 seminar halls with 200 seats. The campus has 50 computers all LAN connected. The labs are state of the art with all modern equipment's.
Admission of Students	The College ensures publicity and transparency in admission process by the various ways. The Admission Committee consists of Teacher in Charge, Teachers from various department departments, Teachers Council Secretary. Each candidate has full access to information related to the admission process. The college website (http://www.mtbcollege.ac.in/) lists the courses offered, eligibility

	<p>critierion, admission process, admission schedule, fee structure of each course, status of seats, important notifications as well as the process for admission on the basis of sports and extra-curricular activity. The entire process of admission is through online</p>
Curriculum Development	<p>Curriculum is developed by the affiliating University. The members of Staff on various boards send suggestions for improvement</p>
Teaching and Learning	<p>To make learning more effective we have choice-based credit and grading system of examinations. We ensure a perfect blend of classroom teaching ICT enabled teaching so that the students are motivated all the times. We ensure state of the art lab facilities, Computational facilities, Library also competent faculty.</p>

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

E-governace area	Details
Finance and Accounts	<p>1. Entire salary payment permanent teaching and non-teaching employee are governed through IFMS module of Government of West Bengal. Further to that UGC sanctioned funds are spent through PMFS module of Government of India. 2. The purchases are executed through online tender published in the Tender section of our website. 3. Student related payment are done via https://promotion.mathabhangacollegeadmission.org/ develop by Techno DG group</p>
Planning and Development	<p>1. To use ICT in the process of planning college-events and activities, institute uses personal e-mails. Important notices and reports are also circulated via e-mails. 2. E-governance is the integration of Information and Communication Technology in all the working processes of the system. It aims to minimize the manual efforts and improve the communication, create transparent system, and to be cost and time effective. To facilitate the same college is using Techno DG group develop software with Student, Examination, Finance Account, Employee, Library Modules. The details of software vendor are as follows:- Name of the Vendor: - Techno Developer Groups (https://www.technodg.com/) Contact Details: - info@technodg.com</p>

<p style="text-align: center;">Administration</p>	<p>Administration: 1. The college authorities can monitor all the college activities through CCTV using Hikvision Technologies 2. The Teacher in Charge communicates with the Administrator as well the teaching and non teaching staff via E-mail 3. All important administrative information including notices is regularly published in the website 4. Office staff, teaching staff can access internet during office hours 5. To achieve the paperless IQAC, committee members of it started using Google facilities like ? Google Docs: To prepare notice and resolution 6. What's app group help to provide the brief notice of any event to be happened in the college 7. What's app group also use to communicate with students, teachers for any prompt activities 8. Mathabhanga College official Face book page also helps to communicate with bigger number of students for any type of college purpose 9. Online Library Management system develops by Techno Group used by Library to access the book content of Library.</p>
<p style="text-align: center;">Student Admission and Support</p>	<p>1. Student admission for the year 2019-2020 is fully implemented online. Mathabhanga College Online Admission System software is developed so as to fulfill the need of Student admission and Support. Mathabhanga College Online Software is used for online admission process via link provided to college website http://www.mtbcollege.ac.in/admission-2021-22.html. The software is also used for student support like issuing ???? Admission Forms ???? Issue of I-Cards and Challan. 2. Mathabhanga College also uses LMS system develops by Right Brain technologies to upload notes by teachers, used by Students, collecting feedbacks etc.</p>
<p style="text-align: center;">Examination</p>	<p>1. Examination related information like notice, routine regularly published by CBPBU website circulated to the students of Mathabhanga College by What's App group of all the departments, Mathabhanga College Official Face book Pages and also published in college website 2. Excel and Word is used to generate various reports like ? To generate seat Numbers , Hall-Ticket, F.Y results, ? To generate class wise roll call list for</p>

all classes, student fees Records. ?
Print the exam seat number wise List. ?
Seating Arrangement for University
Exams

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	NA	NA	NA	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	00	Null	Null	Null	Null	Null
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
RC in Disaster Management	2	01/03/2019	21/03/2019	15
RC in English	1	12/06/2019	25/06/2019	15
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
EMPLOYEES CREDIT COOPERATIVE CREDIT SOCIETY LTD. COVERING PERMANENT TEACHERS. (Loan Facilities), Teaching Staff can avail interest free festival advance up-	EMPLOYEES CREDIT COOPERATIVE CREDIT SOCIETY LTD. COVERING PERMANENT NON TEACHING EMPLOYEE (Loan Facilities), Non-teaching staff can avail interest	Half and Full free fees for meritorious students as well as students enjoy all the fellowship avail by the state and central government

to Rs 30000 repayable in 10 months, Teaching also benefited by all the facilities given by West Bengal Government

free festival advance up-to Rs 25,000 repayable in 10 months, Non Teaching staff also benefited by all the facilities given by West Bengal Government

6.4 – Financial Management and Resource Mobilization

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

The institution does not have any mechanism for internal financial audit. All the purchase are done after meeting of the purchase committee and the financial payments are passed either through finance subcommittee or through the direct joint control of Bursar, Teacher in Charge and approval by the Governing Body. Overall financial statement of the college is audited by the external auditor appointed by the Director of Public Instruction, Government of West Bengal

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NA
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	Nil
Administrative	Yes	AUDITOR APOINTED BY DPI GOVT. OF WEST BENGAL	No	Nil

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

Each department conducted Parent- Teacher- Student meetings after internal examination. This helps to understand the problems faced by the students that hinder them in studying. Departments communicate with Parents, to provide them feedback about the progress and shortfalls. Parents suggest us: to encourage students to holds rank in university examination, to motivate them for career orientation course after graduation, college should introduce add on courses for professional development, to motivate the students for higher academic degree, to aware the students about the bad habits of computer gaming etc

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

1. The Online Examination From Fill-up Process.
2. Basic of Computer Knowledge
3. Online Admission Process

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

1. Enhancement of Number of Faculty Staff
2. Enhancement of Number of Non-Teaching Staff
3. Library Renovation
4. Infrastructure development
4. Increase

in the classroom facilitates 5. Improvement of ICT based classroom.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	IQAC successfully arranged a workshop on Hindi Learning	04/12/2018	09/03/2019	12/12/2020	300
2019	Department of Commerce and Department of Political Science in Collaboration with IQAC successfully arranged a National Seminar	04/12/2018	15/03/2019	16/03/2019	42
2019	IQAC and NSS wings of Mathabhanga College successfully arranged a Yoga Camp	04/12/2018	26/02/2019	28/02/2019	70
2019	IQAC and Department of Bengali successfully arranged International Seminar on language Diversity	04/12/2018	23/02/2019	23/02/2019	200
2019	IQAC successfully arranged workshop on professional Skill	04/12/2018	18/02/2019	18/02/2019	200

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Investment for Women	27/11/2018	27/11/2018	25	15

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

Percentage of power requirement of the University met by the renewable energy sources
We dont have any renewable energy sources

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	No	0
Ramp/Rails	Yes	2
Braille Software/facilities	No	0
Rest Rooms	Yes	1
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	7	20/03/2019	7	Special Winter Camp	7	21
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of ethics and conduct for the administrators	10/10/2018	Code of Conduct for the Principal The Principal will Chalk out a policy and plan to execute the vision and mission of the

		<p>college. The principal will remain fair in his disciplinary actions for all the members of faculty, non-teaching staff and students. The Principal will always encourage all his staff and students to reach their maximum potential.</p> <p>The Principal will monitor and manage to take remedial measures/actions based on stakeholders' feedback. The Principal will ensure all his staff members and students to be remain aware of rules, policies, and procedures laid down by the college. The Principal will recommend and forward communication to the higher authority of the college (Governing Body/Administrator). The Principal will take necessary action to execute qualitative and quantitative work for the welfare of the institution. The Principal will listen the students' idea and will set up accordingly the supportive tone</p>
<p>Code of ethics and conduct for the students</p>	<p>10/10/2018</p>	<p>Code of Conduct for the Students Every student must carry his/her identity card while being present on the College Premises. Every student is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general. Every student will remain answerable to the college authority for his/her activity and conduct on the College Premises. Any act which obstructs teaching, research, administrative activity and other proceedings of the college is strictly prohibited. Chewing paan,</p>

paan masala, gutka or any other tobacco products, smoking or consumption of any other intoxicating products is strictly prohibited. Playing cards, spitting and loitering are strictly prohibited inside the college hostel campus and shall invite severe punishment/disciplinary action. Use of Cell phones is strictly prohibited during class hour. Attempted or actual theft of and/or damage to property of the College, or property of a member of the College community, or other personal or public property, on or off campus will be considered as a punishable act. During leisure hours, students are advised to use the library as maximum as possible. Students should handle the college properties with care. Damage to the furniture or any other materials may lead to penalty or suspension from the college. Indulging ragging, anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostel are strongly prohibited as well as punishable. Without the permission of the Principal, Students are not allowed to circulate any printed materials within the college campus. Latecomers will not be entertained to enter into the classroom. A student should maintain at least 75 attendance in the Lectures of every subject and 100 overall

		<p>performance. Otherwise, he or she will be debarred from the University Examination. Students are required to check the Notice Board and also website of the college for important announcements</p>
<p>Code of ethics and conduct for the faculty</p>	<p>10/10/2018</p>	<p>Code of Conduct for the Teachers Every teacher has to obey the orders of the Principal of the College. Teachers must be aware that their workload is 40 hours a week even though their maximum class hours are only 16 a week for Associate professors and 18 hours per week for Assistant professors. Teachers are expected to be present on the college campus at least 30 minutes before any Examination starts in the college campus for which his/her duty is assigned. The prior intimation to the Principal is required (at least a day in advance) while availing any leave. Teachers should sign the attendance register while reporting for duty. Staff members are encouraged to write textbooks, publish articles in reputed Journals and present papers in Seminars and Conferences. Any change in the class routine must be reported to the Principal in writing. Teachers are expected to take up extra classes for students in the context of Career Oriented Programmes. All department meetings of Teachers shall be held only after 2.30 p.m. and not during class hours. No department staff meeting should be held at the cost of class hours. The College Authority</p>

		<p>expects all staff members to work as a team in institution-building and in upgrading our institution into one of Excellence in Higher Learning. Each Department must conduct at least one/two meeting(s) every month. No teacher shall send circulars/distribute handbills to the staff, organize meetings in the campus without permission from the Principal. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere. All staffs will adhere strictly to the laws and regulations of the college.</p>
<p>Code of ethics and conduct for the office Staff</p>	<p>10/10/2018</p>	<p>Every staff has to obey the orders of the Principal of the College. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached. Non-Teaching staffs must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere. The prior intimation to the Principal is required (at least a day in advance) while availing any leave. Non-Teaching staff shall not leave the College premises without permission before 4.30 p.m. Non-Teaching Staff assigned to Laboratories should keep the Labs clean, maintain the equipments properly and help the teacher during practical class. Every non-teaching Report to</p>

duty at least 30 minutes in advance. All non-teaching staffs must maintain honesty, integrity, fairness in all activities. All non-teaching staffs will avoid social networking sites such as Facebook, Whatsapp, etc during the working hours. All non-teaching staffs will respect and maintain the hierarchy in the Administration. All non-teaching staffs will exercise self-discipline and restrain at all times and deal positively with staff, students and the general public. Each staff will remain on duty during college hours. All staffs will adhere strictly to the laws and regulations of the college.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day	15/08/2018	15/08/2018	50
Raksha Bandhan Day	26/08/2018	26/08/2018	250
Teachers Day	05/09/2018	05/09/2018	250
Communal Harmony Day	02/10/2018	02/10/2018	40
NSS Day	24/09/2018	24/09/2018	50
Republic Day	26/01/2019	26/01/2019	40
World Women Day	08/03/2019	08/03/2019	50
Environment Day	05/06/2019	05/06/2019	50
Yoga Day	21/06/2019	21/06/2019	100

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

1. Initiatives to make the Campus Eco-Friendly: The institution conducted several awareness camps for enlightening the students for making the campus plastic free and it is now a plastic free campus. 2. Plantation of floral and other plants in and around the college campus to expand greenery.. 3. Garbage are regularly collected from office, canteen and different parts of the campus and disposed off in specified locations. 4. Students are advised to reduce/replace printing and photo copying by reading on screen and not to use plastic cover in any of their project paper. 5. The Institution has stopped buying bottled water in any programme and installed purified water dispensing

machines in different locations within the campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices I
Title of The practice: Professional Skill Development among Students
Objective of The practice: In the changing world scenario with regard to industry and the job market, there is now an overpowering need for skilled workers. However, the definition of skill in India, and the world in general, has also changed over recent years. About 90 per cent of employment opportunities require professional skills. Only 20 per cent of our graduates get employed. The rest are unable to get suitable employment due to the lack of employable skills. In the present context of globalization, the demand for skilled and multi skilled workers has increased. Therefore in the context of developing countries, such as India, there is a critical need for quality skill development and training. So, the noble objectives of the practice are:-

- To provide special assistance to the students to opt for professional courses, this would develop their professional skill for Job Market. The expected outcome is that students should be able to know what the skill needed for in Job Market

The Context The noble objective heads its teething as well as challenging troubles in its designing and implementation.

- There was a tough task to pooling up of the required resources.
- After so many efforts, our college set up a programme on Professional Skills.

The Practice It is very relevant to clarify here that there are many types of students available in our college. All have different family backgrounds. Some students are those, who are very poor and their economic position is very pitiable. In such condition, it was a tough task to impart the special training on professional skill other than college campus. The Teacher in Charge of the college decided that we should arrange the programme in college and arrange some refreshment items to the trainee. It will provide them freshness and active. As a result, mostly trainees of the college agreed to take part in programme on professional skill.

Evidence of Success Among so many trainees, 10-20, became very serious and shows there interest for further training and implementation of courses based on professional skill development. **Problems Encountered and Resources Required**

It is very important for The Teacher in Charge to check all the activities created by the trainees and supervised by the experts. He should focus and decide to provide better and advance teaching practices to the trainees with the help of more trained faculties.

Best Practices II
Title of The practice: Use of learning management system
Objective of The practice: A learning management system is a type of software that houses training material in a variety of forms and tracks what students are learning over time. Essentially, an LMS delivers educational content to its users in a centralized location. So, the noble objectives of the practice are:-

- o To give access to a pool of resources
- o To eliminate the traditional barriers
- o To make learning effective
- o To effortlessly blend in technology
- o To give the privilege of accessing content anytime
- o To considerably save time, energy and money
- o To customize the learning sessions as per the requirements
- o To make the evaluation and feedback an easy process

The Context Majority of students in Mathabhanga College are first learner and coming from framer family. During harvesting session they often miss the class sitting the problem that they need to help their parents regularly in the fields. As they miss the classes they often faces problem to collects notes assignment etc. So the contexts of introducing LMS system are:

- o Support efficient distribution of class materials
- o Resources in a variety of formats
- o Transparency on feedback
- o Parental access to class schedule, outlines and assessment

The Practice IQAC coordinator in a meeting tells the entire member about the objective of LMS in modern day education system. Members are unanimously decided to forward their proposal to General Body of the college. In the General Body Meeting Teacher representative

presents about the importance of induction of LMS system in college and they have approved to purchase the LMS system from reputed agencies. After several discussions we have purchased the LMS system from Brainware Technologies. Teacher are providing learning material, online MCQ Practice Sets, Lesson Plans, Course Outcomes and students successfully downloading the data. Students, Teachers, Alumni continuously giving feedback about the college, learning methodologies, quality of teaching and learning, adoption of syllabus etc. Evidence of Success Most of the students benefited by this methodologies and teachers also express the satisfaction about the system. Problems Encountered and Resources Required Some of the students lacking any knowledge of handling the software express their displeasure about the system, college authority teach them how to handle the software and they are now happily dealing with the LMS system.

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

<http://www.mtbcollege.ac.in/best-practices-igac.html>

7.3 – Institutional Distinctiveness

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

Institutional Distinctiveness (2018-19) Title of the practice: Excellence in student welfare Mathabhanga College provides consistent and appropriate support to the students to improve their academic performance and economic welfare right from first year to becoming alumni. Mathabhanga College can proudly place activities related to student welfare as one area distinctive to its vision, priority and thrust. The various efforts taken for welfare of students are enumerated as follows. College sponsored scholarship: Majority of the students of our college belongs to economically disadvantaged families. Hence, Governing Body of the college took initiative to establish a 'College sponsored full free and half free scholarship' exclusively from their college funds for under privileged students. College has introduced "full free and half free scholarship'" with an objective to boost morale of students. Applications are scrutinized by "student aid funds and free studentship sub-committee" of Mathabhanga College and they unanimously decided to provide 361 students Half free of their tuition fees. Yoga camp to recover from stress related issue: Yoga is an ancient art of building mind. The role of Yoga in education as per the spiritual aspect helps the students to perform their daily duties. It enhances the self realization. Not only spiritual upliftmen is there but lot of physical benefit a student can get from Yoga. Nowadays stress is great challenge before the students and Yoga plays a great role in reducing stress. Feeling the importance of Yoga and its positive impact on students, Mathabhanga College with the help of NSS organized a three days Yoga camp. Students were actively takes part in the camp and they are inspired by the ancient Indian practice. Distribution of cloths to economically poor students: Clothes are basis needs for human for protection against weather as well as participation in social life. Ramkrishna Math, well known for their social service in collaboration with IQAC Mathabhanga College distributed cloths among economically poor students. Along with these activities Mathabhanga College arranged skill development for the students, various sports activity, cultural programme, for students in the year 2018-19.

Provide the weblink of the institution

<http://mtbcollege.ac.in/institutional-distinctiveness.html>

8.Future Plans of Actions for Next Academic Year

• Organize seminars, special lectures, conferences • Proposal will be given to Alumni Association of Mathabhanga College to arrange some social, cultural and awareness programme • Encourage teachers those who are in verge of promotion from one stage to another under CAS to do the necessary step for their promotion • Encouraging faculty members to prepare academic calendar and teaching plans for the academic years • Initiative will be taken to request governing body of Mathabhanga college to solve the classroom shortage for programme course students • Initiative for induction of addon courses in our college • Arranging a stress management programme that will be helpful to minimize stress among students • Formation of different club which are essential for NAAC accreditation • Initiative will be taken to organize career counseling programme for the students • Arranging sports competition among students • Purchasing of computer for the Math laboratory to meet the need of CBCS syllabus