Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**MATHABHANGA COLLEGE**
Name of the head of the Institution	**Dr. Manoj Majumder**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**+917908458648**
Mobile no.	**9474963981**
Registered Email	**mtbcollege1969@gmail.com**
Alternate Email	**mtbcnaac2021@gmail.com**
Address	**Vill & P.O- Pachagarh, P.S-Mathabhanga, Dist- Coochbehar**
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.mtbcollege.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.mtbcollege.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**

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
Blood detection camp	**25-Jul-2019**	**100**

organized by IQAC in collaboration with Alumni association	1	
Computer course in collaboration with ICA have been introduced as add-on course	16-Jul-2019 300	99
Beautician courses have been introduced as add-on course	18-Feb-2020 90	37
A program organized by Alumni association in collaboration with IQAC to Felicitate the successful students	09-Aug-2019 1	20
students awareness programme on sexual harassment against women by Alumni association in collaboration with IQAC	20-Aug-2019 1	120
Environment awareness program (Phase-II)	17-Jul-2019 1	250
Environment awareness program (Phase-I)	09-Jul-2019 1	200
A special lecture on Understanding of Article 370 by Dr. Tanvir Arshad from Presidency University was organized by the department of Political Science	06-Sep-2019 1	100
Inter college swimming competition organized by IQAC	29-Aug-2019 1	75
Skill oriented career counseling program	17-Aug-2019 1	300
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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
NSS/NCC Mathabhanga College	Voluntary service	Coochbehar Panchanan Barma University	2020 365	28320
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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)

1. Introduction of two addon courses named Beautician course and computer course 2. A number of program organized by IQAC for career counseling 3. IQAC arranged different sports competition among students 4. Programs have been organized to protect environment 5. IQAC motivates departments to organize seminers

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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
To request governing body of Mathabhanga college to take initiative to solve the classroom shortage for programme course students	As the number of programme course students in the Mathabhanga College gradually increases, induction of the morning shift may be the way of solving the problems. A committee has been formed consisting of Dr. S. K. Jha, Dr. G. Das, Sri P. K. Das, Dr. Debasis Dutta, Smt. A. Biswas, Dr. A. Kundu, Dr. S. Dutta, and Sri S. Sarkar to do a proper field work on the above issue
To encourage teachers to prepare teaching plans.	Teaching plan for the year 2019-20 has been prepared.
Preparation of academic calendar	Academic calendar for the year 2019-20 has been prepared
To encourage Alumni Association of Mathabhanga College to arrange some social, cultural and awareness programme	Alumni Association Of Mathabhanga College organized a tree plantation programme on 8th August 2019, Kreeti Sambarhan on 9th August 2019 and students awearnss programme on sexual harassment against women on 20th August 2019

To organize seminar or special lecture	i. Department of Economics, Mathabhanga College, successfully organized a special lecture on 23rd August, 2019 ii. A special lecture on "Logic and its application in our formal and day to day life" organized by the Department of Philosophy, Mathabhanga College was successfully held on 19th August 2019 iii. Vocational Guidance Programme, a career talk programme organized by District employment exchange in our college was held on 8th August 2019 iv. A special lecture on Understanding of Article 370 by Dr. Tanvir Arshad from Presidency University was organized by the department of Political Science on 6th September 2019. The students and the teachers engaged in healthy discussion and gained knowledge about the topic. v. A special lecture on Gender Violence has been organized by sociology department on 25th september 2019 vi. A special lecture was organized by the department of Physics on High -Energy Physics and Cosmology on 6th March 2020.
To take initiative for arranging a stress management programme that will be helpful to minimize stress among students	Action plan will be taken to start Yoga Courses which are helpful for minimize stress
To take initiative for induction of addon courses in our college	i. Beautician courses have been introduced. ii. Computer course in collaboration with ICA have been introduced
To encourage those teachers who are in verge of promotion from one stage to another under CAS to do the necessary step for their promotion	Dr. Santanu Raut, Assistant Professor of Mathematics, Dr. Sulagna Dutta, Assistant Professor of Physics, Dr Dibaakar Dutta, Assistant Professor of Physics, Dr. Chanchal Mondal, Assistant Professor of Chemistry are requested to submit their documents immediately to resolve the matter relating to promotion under CAS from StageI to StagII of
To take initiative for the career counseling programme	A career counseling programme in collaboration with RBU was successfully held in our college.
To observe important days	Mother language day, Youth day, Yoga Day, has been observed in our college in the season 2019-20
[View File]()	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Teachers council	25-Nov-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	13-Mar-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	1. Mathabhanga College also uses LMS system develop by Right Brain technologies to upload notes by teachers, used by Students, collecting feedbacks etc (mtbc.in/lms/) 2. Online admission management systems (https://mathabhangacollegeadmission.org/index.php) 3. Offline library management systems 4. Students management systems (https://promotion.mathabhangacollegeadmission.org/) 5. File tracking systems (mtbc.in/file_tracking/)

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 follows 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. All faculty members have been provided with a unique user ID and password for accessing the NLST site that offers e-Books and e- Journals in full text form. 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
Beautician Course	Nil	18/02/2020	90	A clear insight regarding the establishment of an independent beautician business is provided by this course.	Beauticians can explore a plethora of diverse professional domains: Makeup Artist, Cosmetologist, Hair Stylist, Masseuse/Masseur
Certified Industrial Accountant Express Courses	Nil	16/07/2019	300	In order to amplify the resume, acquire real-time experience and be market-ready even during the pandemic crisis ICA	Technology converts systems and processes, transforming manual tasks into automatic functions, enhancing business

| | Edu Skills brings in Certified Industrial Accountant Express (CIA EXPRESS) course that makes you job-ready within just 8 months. | efficiency. Thus the training course would specialize the candidates in using such technologies in the fields of accounting and Finance. |

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NA	Nill
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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
Nill	NA	Nill

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

	Certificate	Diploma Course
Number of Students	136	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
0	Nill	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nill	NIL	Nill
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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
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 collect the online feedback from our college website through the link mtbc.in/feedback_system/

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
BCom	BCOM-HONOURS	120	Nill	0
BA	BA-HONURS IN BENGALI	120	Nill	109
BA	BA-HONURS IN ENLGISH	120	Nill	92
BA	BA-HONURS IN ECONMICS	120	Nill	0
BA	BA-HONURS IN HISTORY	120	Nill	112
BA	BA-HONURS IN PHILOSOPHY	120	Nill	91
BA	BA-HONURS IN POLITICAL SCIENCE	120	Nill	94
BA	BA-HONURS IN SANSKRIT	120	Nill	98
BA	BA-GENERAL	2000	Nill	1526
BA	BA-GENERAL (GEOGRAPHY)	39	Nill	0
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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
2019	2196	0	64	0	64

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
64	40	7	3	2	5

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 teacher search out the students who are lagging behind for different reasons like personal, financial, social and academic. After identifying the students the concerened 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: # Different departments organizes student seminars, group discussions, quizzes to develop analytical and problem solving abilities in them and thereby, to improve their presentation skills. # Encouraging them with extra care to obtain University ranks. 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
6896	64	1:108

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	30	1	3	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
Nill	NA	Nill	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	Programme	1st, 3rd, 5th	02/12/2019	30/01/2020
BSc	Honours	1st, 3rd, 5th	02/12/2019	30/01/2020
BA	Programme	1st, 3rd, 5th	02/12/2019	30/01/2020

BA	Honours	1st, 3rd, 5th	02/12/2019	30/01/2020
BCom	Honours	1st, 3rd, 5th	02/12/2019	30/01/2020
BCom	Programme	1st, 3rd, 5th	02/12/2019	30/01/2020

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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 5.During Pandemic Period attendance of students are monitored by taking screen shot during classes using Zoom, Meet, Teach mint platforms 6.Internal exam are taken either in Google form or by sending the Internal exam question via what's app group and then via online evaluation of answer script 7.Students also take parts in online via-voce exam for some papers 8.Some teacher also evaluated the students via assignment like preparation of online video lecture using various online available software University Guidelines regarding continuous evaluation: https://drive.google.com /file/d/1FAUd_vfqgTWf5pMr-afNYzvBgY9PWoUh/view?uspsharing Representation by students in online mode: http://www.mtbcollege.ac.in/chemistry.html Online video representation of students: https://www.youtube.com/channel/UCLohzevZteOwtJEwTxYXBhw

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. 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://www.mtbcollege.ac.in/criteria-2-6-1-2019-20-programme-outcome.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
UG	BCom	PROGRAM	0	0	Nill
UG	BCom	HONOURS	3	3	100
UG	BSc	PROGRAM	11	10	90.9
UG	BA	HONOURS	432	431	99.8
UG	BA	PROGRAM	418	400	95.7
UG	BSc	HONOURS	58	58	100
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2.7 – Student Satisfaction Survey

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

http://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
Nill	0	NA	0	0
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3.2 – Innovation Ecosystem

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

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

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NA	NA	NA	NA	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Chemistry	1	3.5
National	Economics	1	Nill

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

Department	Number of Publication
English	1
History	1

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
New Set of Multicomponent Crystals as Efficient Heterogeneous Catalysts for the Synthesis of Cyclic Carbonates	Manoj Majumder	ACS Omega - ACS Publications	2019	5	Yes	4

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
New Set of Multicomponent Crystals as Efficient Heterogeneous Catalysts for the Synthesis of Cyclic Carbonates	Manoj Majumder	ACS Omega - ACS Publications	2019	40	4	Yes

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

Number of Faculty	International	National	State	Local
Presented papers	3	0	0	0
Attended/Seminars/Workshops	12	4	3	0

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Winter Residential Camp	NSS Unit Mathabhanga College and Panigram Village Resident	1	30
Tree Plantation Programme	NSS unit Mathabhanga College and IQAC Mathabhanga College	15	15
Environment Awareness Programme	NCC unit Mathabhanga College with SDO Mathabhanga	25	250
One Day Workshop on Paper Bag Making	NSS unit Mathabhanga College and IQAC	5	100

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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	NIL	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 activites	Number of students participated in such activites
NA	NA	NA	0	0
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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
Ph.D supervision	Dr. Santanu Raut	nil	365
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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	NA	NA	Nill	Nill	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
Institute of computer accounts	16/06/2019	Job oriented skill development	99
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
Nill	35

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh)	Newly Added

during the current year	
Class rooms	Existing
Laboratories	Existing
Others	Existing
Campus Area	Existing

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4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	20547	683624	23	9164	20570	692788
e-Journals	0	0	1	5900	1	5900

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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
Dr. Gurucharan Das	Unit-II ????--????????????? (??????, ?????????? ??????????, ?????? ???????, ???? ????? ??????? ??	Mathabhanga college LMS	15/01/2020
Prof. Shekhar Sarkar	????? ????????	Mathabhanga college LMS	02/04/2020
Prof. Shekhar Sarkar	??-??????????	Mathabhanga college LMS	02/04/2020
Dr. Gurucharan Das	Unit-II, ???? (????????)	Mathabhanga college LMS	30/01/2020
Prof. Sinjan Goswami	Yellow wallpaper by c.p. gilman	Mathabhanga college LMS	11/04/2020
Prof. Basudeb Saha	Partition literature	Mathabhanga college LMS	28/03/2020
Prof. Fulchan Barman	Kamatapur Peoples Party (KPP)	Mathabhanga college LMS	10/04/2020
Prof. Harendra Nath Barman	Set theory	Mathabhanga college LMS	02/04/2020
Dr. Manoj	Catalysis by	Mathabhanga	13/02/2020

| Majumder | Organometallic Compounds | college LMS | |
| Dr. Shantanu Chakravorty | Green Chemistry | Mathabhanga college LMS | 28/03/2020 |

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	37	1	1	9	1	2	0	50	0
Added	15	0	0	0	0	0	1	0	0
Total	52	1	1	9	1	2	1	50	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 incurredon maintenance of physical facilites
Nill	**17.66**	**Nill**	**8.47**

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)

Procedures and policies for maintaining and utilizing physical, academic and support facilities- laboratory, library, sports complex, computers and classrooms etc: 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 infrastructure 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. For enriching of the library, the committee procures some good publications from national and international publishers. Students able to take books by showing library cards during office hours and Teachers has the facilities to read, borrow the books from library. We have offline library maintenance software and have a proposal for complete digitization of library in coming years. 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. The college authority purchases them by calling quotations from the reputed sport outlets. Periodically necessary steps have taken by the authority to develop the sport activities of the students. Every year's number of events taken place in our college campus playground. Some of the sports items are kept in boys'/girls' common rooms/ IQAC room and given out for use of students under the monitoring of the Sports Committee Convener. Students with excellence and achievements are supported financially to the extent possible. 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. The IT facilities are taken stock of by the administrations and they are modified or changed whenever necessary. There is a Computer management and IT maintenance cell in the college which looks after the maintenance of the computers and facilities. Few part-time employees are also entrusted with use and maintenance of these facilities. 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. The fans and electrical appliances are checked wherever requirements are found the purchase committee are appraised of the requirements.

http://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	717	286980
Financial Support from Other Sources			
a) National	1.Swami Vibekananda, 2. Kanyashree 3. Aikya shree Scholarship	1174	10415000
b)International	Nill	Nill	Nill
View File			

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 Career Counselling	18/07/2019	200	RICE Institute

Skill Oriented Career Counselling Programme	17/08/2019	300	ICA
Special Lecture on Civil Service	14/08/2019	100	Rabindra Bharati University
Motivational and Career Talk	08/08/2019	150	District Employment Exchange Mathabhanga
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
Nill	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		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents 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	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	12	BA	Department of Philosophy	CBPBU, NBU, JU	MA
2020	15	BA	Department of English	CBPBU, NBU	MA
2020	21	BA	Department Bengali	CBPBU, NBU	MA
2020	7	BSc	Department of Chemistry	CBPBU, NIT Durgapur, NIT Sikim,	MSc

2020	15	BSc	Department of Mathematics	West Bengal State University, Jadavpur University	MSc
2020	15	BSc	Department of Mathematics	CBPBU, IIT Kanpur, NIT Shibpur, IISER Mohali, NBU	MSc
2020	9	BSc	Department of Physics	CBPBU, SKBU	MSc
2020	20	BA	Department of History	CBPBU, NBU	MA
2020	10	BA	Department of Political Science	CBPBU	MA
2020	12	BA	Department of Sanskrit	CBPBU, NBU	MA

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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	6
Any Other	3

[View File](#)

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

Activity	Level	Number of Participants
Intra College Swimming Competition	Institutional Level	70
Intra College Annual Sports organized by Mathabhanga College	Institutional Level	150
Inter College Sports and Games Championship (Athletics) (DPI sports)	College Level	15
Intra College Cricket Competition	Institutional Level	120

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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
Nill	NA	Nill	Nill	Nill	NA	NA

No file uploaded.

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 2019-20 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 2019-20 the college organized Annual Sports, Fresher's Welcome Program, Annual Cultural Programme 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:

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

1.Bratachari Programme The Bratachari (from vrata in Bengali meaning vow Bengali: ???????? ???????) was a movement for spiritual and social improvement in India initiated by Gurusaday Dutt in 1932. The movement aimed to raise the self-esteem and national awareness of people of undivided India regardless of their religion, caste, sex or age. It was a comprehensive programme of physical, mental, and intellectual culture, based on folk traditions of physical exercise, art, dance, drama, music, singing and social service. The Bratacharis undertake to perform good deeds, strengthen fellowship and develop the mind and body through dance. Mathabhanga College Alumni Association organized Bratachari Programme on 7 th March 2020 to 17th March 2020 in the college premises. Sri Chandrakanta DebSingha was the key performer of this programme. Students of different discipline participate in this programme Sri Niren Barman Secretary of Mathabhanga College Alumni Association expressed his pleasure to arrange such a beautiful programme. 2.Legal Awareness Programme Students of schools and colleges these days are so deeply indulged in their academics and focused in making their careers, that they often forget the importance of legal awareness in their lives. Legal aid program can bring self awareness among the students and can spread such awareness in their society. Mathabhanga College Alumni Association organized a Legal Awareness Camp on offence against women and children on 20th August 2019 in the college premises. Sri Sukumar Roy, District Judge, Coochbehar was the main speaker of the Programme. The Programme was inaugurated by Sri Jitin Yadav, SDO, Mathabhanga. In his short lecture he described the importance of legal awareness in modern life. Sri Sukumar Roy delivered his brief lecture on the various aspect of legal awareness in our society. The programme ended with vote of thanks from the Secretary of Alumni Association Sri Niren Barman. 3.Mathabhanga College Alumni Association, held a felicitation programme as Kriti Sambardhana, students for their brilliant results in BA, BSc, BCom Honours Category of Mathabhanga College on 9 th August 2019. Students are felicitated with a memento and a Pen. Teacher in Charge of Mathabhanga College, Dr. SK Jha briefly discuss about the importance of this type of programme to boost the morality of students towards carrier enhancement. Dr. Amit Kundu and Prof. Rebati Mohan Roy also discuss about needs and long-lasting effect of this type of programme among students. All the honorable members appreciated the efforts of Mathabhanga College Alumni Association arrange such a successful programme. Students express their happiness after receiving the awards. For details : http://www.mtbcollege.ac.in/alumni-activities.html 4. Blood Group Detection Camp: https://drive.google.com/file/d/1J5n2uDpM1r-fDDbapQfJKIr5Jrj6Zp9F/view

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)

1. The college functions under the leadership of the Teacher-In-Charge who is the member secretary of the Governing body (GB). The Governing Body holds regular meetings and deliberates on issues related to governance of the college. The Governing Body and the Teacher-In-Charge together work towards the designing and implementation of the institutional quality policy. Mathabhanga College follows the practice of decentralization and participatory management through a strong and efficient Organization of Committees which includes the

IQAC, the Teacher's Council, Student Council, Admission Committee, Examination Committee, Development and Purchase Committee, Anti-Ragging Committee, Student aid fund committee, Anti-harassment Committee and various other Cultural Committees. The members of the committees are selected from the teaching and non teaching staffs of the college headed by a convener selected by the members of the committee. All the major stakeholders of the College including, The Governing Body, The Teacher in Charge, Teaching and Non-Teaching Staff and students work in a democratic way of governance following all the rules of accountability in execution of their duties and responsibilities. The Teacher in Charge with the support of, Heads of Departments, Conveners of various committees initiates the decision making process which creates an atmosphere of participatory democracy and create positive and motivating environment inculcating team spirit and active participation in the institution. 2. The College ensures merit of the students while taking admissions to the UG programmes. Every year the college forms an Admission committee who along with the Teacher-in-Charge takes responsibilities of conducting a fair admission process. The college announces the circular and notice regarding the admission dates, steps on how to apply, fee structure and prospectus along seat matrix on the college website. After inviting applications they are scrutinized by the admission committee and short listed on the basis of merit and reservation policy of Coochbehar Panchanan Barma University. Once the college receives the application, the college prepares a merit list for each programme as per seat matrix for College Category wise (UR SC, ST, OBC ,PH quota as per the orders of Government of West Bengal). The Merit List is announced on the college website and students are required to pay admission fees online. In case of any vacant seats the college prepares another merit list following the same procedures. The college prepares list in several phases till all the allotted seats are filled.

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
Curriculum Development	Curriculum is developed by the affiliating University. The members of Staff on various boards send suggestions for improvement
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, e-Journals E-books. 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 campus is wi-fi connected. The labs are state of the art with all modern equipment's.

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
Industry Interaction / Collaboration	We have no such collaboration. Dr. Santau Chakravorty, Assistant Professor, Department of Chemistry who served in TCG Life Science , Kolkata have some interaction with them and helps the passed out students to get a knowledge of Industry life and sometimes forwards the CV of needful Students to the Industry
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 criterion, 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
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 eight PhD degree holders as faculty and some are pursuing their PhDs. The college motivate the faculty and maintain and promote the research environment. Dr. Santanu Raut and Dr. Rashidul Islam has his own project and Dr. Santanu Raut has two Ph.D. scholar

	in collaboration with CBPBU Our faculty has published several papers and few books from reputed publishing houses
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
Teaching and Learning	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.

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

E-governace area	Details
Finance and Accounts	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
Student Admission and Support	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. 3. Google Meet, Zoom, Teach-mint platform is used

		to take classes during corona pandemic.
	Examination	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 all classes, student fees Records. ? Print the exam seat number wise List. ? Seating Arrangement for University Exams
	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 sheet: For data collection frm various department ? Google Docs: To prepare notice and resolution ? Google form: To prepare Feedbacks forms and get feedback from teachers, students, alumni, webinar participants etc 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. 10. Webinar, Skill development programmes are frequently arranged using Google-meet and Zoom platform
	Planning and Development	Planning and Development: 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

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	Nill	Nill	Nill	0

No file uploaded.

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)
Nill	NA	NA	Nill	Nill	Nill	Nill

No file uploaded.

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
Online International Faculty Development Programme on Research Methods and Analytical Techniques	1	17/06/2020	23/06/2020	7
Faculty	2	02/06/2020	08/06/2020	7

Development Programme (online) on Empowerment in Online Teaching ,Learning Evaluation for Combating Covid-19 Pandemic Situation				
UGC SPONSORED One Week Contact/ Hands on Experience Programme for ARPIT Learners	1	12/03/2020	18/03/2020	7
UGC SPONSORED 'REFRESHER COURSE'	1	06/12/2019	19/12/2019	14
[View File](#)				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
3	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
EMPLOYEES CREDIT COOPERATIVE CREDIT SOCIETY LTD. COVERING PERMANENT TEACHERS.	EMPLOYEES CREDIT COOPERATIVE CREDIT SOCIETY LTD. COVERING PERMANENT NON TEACHING EMPLOYEE	FREE STUDENTSHIP AND GOVT. SCHOLARSHIP

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
Nill	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	Nill	Yes	ACADEMIC SUB COMMITTE, TEACHERS COUNCIL
Administrative	Yes	AUDITOR APOINTED BY DPI GOVT. OF WEST BENGAL	No	Nill

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 of their wards. Parents suggest us: ? To impart Library reading habits among students ? To take necessary steps for reducing the habits of chewing Gutkha, Tobacco etc among students ? To take necessary steps for improving attendance percentage ? To take extra classes

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

University and college authority takes always takes steps to improvise the quality of supporting staff according to the needs. ? THE ONLINE EXAMINATION FORM FILL UP PROCESS ? BASIC OF COMPUTER KNOWLEDGE ? THE ONLINE ADMISSION PROCESS

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

1. Introduction of two add on courses (namely Beautician Course and ICA) 2. Successfully organized Skill oriented development programme for students. 3. Felicitated students of high merit 4. Maintains greenery of the campus

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	Legal awareness camp on offences against women and children	Nill	20/08/2019	20/08/2019	120
2019	Inter College Swimming	Nill	29/08/2019	29/08/2019	70

2019	Competition (sports and health initiative)				
2019	Golden Jubilee Programme closing programme (Cultural initiative)	Nill	31/08/2019	31/08/2019	500
2019	Financial awareness Programme	Nill	12/09/2019	12/09/2019	50
2019	Skill oriented career counselling programme	Nill	17/08/2019	17/08/2019	300

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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
Legal Awareness Camp on offence against women and children	20/08/2019	20/08/2019	125	55

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
1.World Environment Day's Celebration 2. Tree Plantation Programme by NSS wings

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
Scribes for examination	Yes	5
Special skill development for differently abled students	No	0

Any other similar facility	No	Nill

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
2020	1	1	02/03/2020	7	Winter Residential Camp	1. Cleaning Camp, 2. Spread Awareness about Education 3.Promoting health and environmental awareness from door to door, 4. The cure for the disease and the harmful aspects of tobacco and alcohol are highlighted in front of the people	31

[View File](#)

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	01/10/2019	The Principal will Chalk out a policy and plan to execute the vision and mission of the 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. 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
Code of Conduct for the Students	01/10/2019	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, 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.
Code of ethics and conduct for the faculty	01/10/2019		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 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. |
| Code of ethics and conduct for the office Staff | 01/10/2019 | 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 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
Teachers Day Celebration	05/09/2019	05/09/2019	600
International Mother Language day	21/02/2020	21/02/2020	200
Republic Day	26/01/2020	26/01/2020	50
Cleanliness drive Programme	03/03/2020	03/03/2020	250
Swarswati Puja Celebration	01/02/2020	01/02/2020	300
Annual Sports Day	21/11/2019	21/11/2019	400
Mathabhanga College Competitive Programme	30/08/2019	30/08/2019	300

Birth Anniversary of Ishwar Chandra Vidyasagar	26/09/2019	26/09/2019	50
Independent Day Celebration	15/08/2019	15/08/2019	50
[View File]()			

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

The Institution has stopped buying bottled water in any programme and installed purified water dispensing machines in different locations within the campus.
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.
Plantation of floral and other plants in and around the college campus to expand greenery.
Garbage are regularly collected from office, canteen and different parts of the campus and disposed off in specified locations.
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.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Kriti Sambardhana The main motive of organizing student felicitation program is the concept of pulsating and appreciating the imaginative instincts and acts of brilliant and talented students of our institution. The main objective of this type of programme not just to celebrate the achievement of our students, but also to give due regard to our values and morals like discipline, compassion and zeal for learning. We strongly believe those felicitations are a way to encourage good behavior and competitive spirit. They have always provided us with a healthy, ethical and fairly competitive environment to grow in every sphere of activity. So, the noble objectives of the practice are:- • To provide special enthuse to the students so that they can do better in their future life. • To ensure better academic performance of students The expected outcome is that students will motivate to achieve the peak in their future professional life. 2. Cleanliness drive It could be due to lack of knowledge or due to sheer laziness or due to irresponsibility our surrounding remains unclean. Thus Cleanliness Drives is the process which makes people aware of the importance and methods of handling waste responsibly and tries to take a step towards a cleaner environment. Therefore, now we have to maintain this balance by following the given points:- ? To arrange dustbin with Blue and Green-color for Recycled and Unrecyclable waste respectively in view of making students aware about classification of wastes. ? To plant trees in and around school premises and encourage students for tree plantation. Reuse of waste material. ? Initiatives to curb green house effect. Weeding out/recording of the old files, records as per procedure. ? All kinds of waste material like broken furniture, unusable equipment, defunct vehicles etc. should be completely removed from the premises of institutions. ? To pick up non-biodegradable plastic and create awareness to keep the environment and surroundings clean

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-iqac.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 Title of the practice: Green Practice Mathabhanga College has implemented green-friendly practices to manage the available resources and has taken steps in environmental conservation and protection. Established in 1969, Mathabhanga College, situated on a 10.78-acre campus in Mathabhanga, Coochbehar, it has state-of-the-art infrastructure, creating an environment for progressive learning and development. Sufficient percent of campus is covered by herbs, shrubs and trees. Management is focusing on maintaining a green campus and improving it by regular tree plantation programme, pollution awareness programme and activities to reduce the use of plastic. Mathabhanga College NSS volunteers, NCC volunteers, Alumni Association are actively involved in various tree plantation programme pollution awareness programmes in and around the college and help in maintaining a green campus. It encourages college students to care about the treatment of trees and shrubs as well as environmental issues within their campus community. Different plantation programs are happening in college to create environment consciousness amongst students. This makes us to prove that planting trees and shrubs can improve the aesthetics of the landscape. This activity had created some awareness amongst Mathabhanga College fraternity to maintain eco-friendly atmosphere on the campus. Activity 1: On 9th July 2019 Mathabhanga College Successfully completed the event of Environment awareness programme "Save Tree Save Life" with collaboration of NCC cadets and BDO Mathabhanga Block 1 under Supervision of IQAC. Details Report mentioned in the link: https://drive.google.com/file/d/1DbMYsljByaUSde8UGRQ5-ABURI-oc_qm/view Activity 2: On 17th July 2019 Mathabhanga College Successfully completed the event of Environment awareness programme "Save Tree Save Life" phase-II with collaboration with NCC cadets, NSS students under the supervision of IQAC https://drive.google.com/file/d/1DbMYsljByaUSde8UGRQ5-ABURI-oc_qm/view Activity 3: On 11th July, 2019 the NCC team of Mathabhanga College had Organized Mega Pollution Awareness Programme at the College Premises. All the cadets of NCC took part in this programme. The programme had been inaugurated by the Teacher-in-Charge, Dr. S.K.Jha. There was an informative and inspirational speech by Teacher-in-charge Dr. S.K.Jha which lighted the minds of students about the Mega Pollution Awareness. Detail Reports: https://drive.google.com/file/d/1vx8e dNX2IfboW8DF1Swkhm1N2Ju0TndL/view?uspsharing Activity 4: On 23rd July 2019 NSS unit of Mathabhanga College organized a One day workshop on Paper bag making and the volunteers along with students made around 1000 of paper bags and they had distributed itto refreshment distributer, vegetable and fruit vendors and aware them about the impact of plastic carry bag on the environment Details Report: https://drive.google.com/file/d/1oawNoVSUTKEF8hIsZCzypk2ocqKarM45/view? uspsharing

Provide the weblink of the institution
http://www.mtbcollege.ac.in/institutional-distinctiveness.html

8.Future Plans of Actions for Next Academic Year

• Organize seminars, webinar, special lectures, conferences • Encouraging faculty members to prepare academic calendar and teaching plans for the academic years • Managing of online teaching learning process successfully during Covid period when classroom teaching is closed. • Tackling online examination system • Encourage NCC and NSS units to be more sincere to extend their voluntary services to help the local people during Covid period. • Tackling stress related Issue among students