YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Mathabhanga College
• Name of the Head of the institution	Dr. Sulagna Dutta
• Designation	Assistant Professor, Presently Teacher-in-Charge
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	8250656082
• Mobile No:	9474963981
• Registered e-mail	mtbcollege1969@gmail.com
• Alternate e-mail	mtbcnaac2021@gmail.com
• Address	Vill. + P.O.- Pachagarh, P.S.- Mathabhanga
• City/Town	Coochbehar
• State/UT	West Bengal
• Pin Code	736146
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**Coochbehar Panchanan Barma University**
• Name of the IQAC Coordinator	**Aparna Biswas**
• Phone No.	**8918662770**
• Alternate phone No.	**9474146515**
• Mobile	**8918662770**
• IQAC e-mail address	**iqac.mtbc@gmail.com**
• Alternate e-mail address	**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 Web link:	http://www.mtbcollege.ac.in/academic-calendar.html

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C+**	**NA**	**2007**	**10/02/2007**	**09/02/2012**

6.Date of Establishment of IQAC	**19/03/2014**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. Rashidul Islam,Dept. of Physics Mathabhanga College	Teachers Associateship for Research Excellence (TARE)	Science and Engineering Research Board (SERB), Govt. of India	14.12.2020 -2023 Duration 3 years	825,000/-
NCC Mathabhanga College	Voluntary service	13th Bengal govt . of W.B	19.03.2020	28,320/-
NCC Mathabhanga College	Voluntary service	13th Bengal govt . of W.B	19.03.2020	9471/-

8.Whether composition of IQAC as per latest NAAC guidelines	Yes
• Upload latest notification of formation of IQAC	[View File]()
9.No. of IQAC meetings held during the year	4
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
• If yes, mention the amount	

11.Significant contributions made by IQAC during the current year (maximum five bullets)

IQAC monitored smooth functioning of all the online teaching learning and examination process during Covid period when classroom

| teaching was closed. |
| IQAC organized career counseling programme. |
| IQAC encouraged NCC and NSS units to extend their voluntary services to help the local people during covid period. |
| IQAC monitored the transparency of academic and administrative work. |
| IQAC took action to make the campus green and also for the betterment of the garden of medicinal plant. |

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
To run an online teaching learning and examination process successfully during Covid period when classroom teaching is closed.	1.Whatsapp groups were created for each subject for communication with the respective teachers and students as well as among students via those groups. The problems of the students were addressed through these groups, or on more involved cases through personal communication over phone. 2. Study materials was given through learning management system and also in the whatsapp group. 3. Classes were taken on Google Meet and then on the Teachmeant app. Assignments were given and exams were taken on Google classroom and also using the platform of Whatsapp group. 4. Because of the difficulty in taking long hours of consecutive classes, the teachers took classes even on holidays to meet the necessity to cover the syllabus. 5. Video was prepared regarding examination process and uploaded in the college facebook page and also given in the whatsapp groups.
To organize seminar/webinar or	1. An International Webinar on

special lecture	Recent Advances in Chemistry organized by the Department of Chemistry in collaboration with IQAC, Mathabhanga College was successfully held on the 27th of September 2020. 2. A one-day webinar on " What is Contemporary? Articulating the historical in 19th century literature" was organized by the Department of English on 5th September, 2020. 3. The Department of Sociology and the Department of Sanskrit have organized a panel discussion on Iswar Chandra Vidyasagar on his 200th birthday on 26th .
To take initiative for the career counseling programme	1. A career guidance webinar has been organized by IQAC in collaboration with ICA Edu skill private limited. 2. A webinar on career opportunities in govt. Sector has been organized by IQAC in collaboration with counseling cells and RICE education.
Preparation of academic calendar	Academic calendar for the year 2020-2021 has been prepared.
To encourage teachers to prepare teaching plan and to submit reports regarding classes taken	All The teachers submitted their teaching plan and report on classes taken to the academic audit committee.
To encourage departments to prepare a plan of action for the year and also for the coming five years.	All the departments have prepared their plan.
To encourage NCC and NSS units to observe different days and to be more sincere to extend their voluntary services to help the local people during covid period.	1. Like every year this year also "World Environment Day" is celebrated with the same enthusiasm but the process of celebration was a little bit different from the last few years due to the pandemic

	situation. Volunteers celebrate this day by planting trees in their homes and neighborhood. 2. Yoga day is celebrated by the NSS unit of Mathabhanga College on 21st Jun 2021. Due to Corona's restriction, the day is celebrated by volunteers from their homes. 3. NCC and NSS wing of Mathabhanga College provided various voluntary services to the local people of Mathabhanga during Pandemic situation. 4. Tree plantation programme Plastic elimination programme have been organized in the college campus 5th June 2020 by the alumni association of Mathabhanga college and also by NSS .
To observe important days	Yoga day and World Environment days, Independence Days,Republic day have been celebrated this year. Due to covid situation no more days was celebrated this year

13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
Teachers Council	25/11/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
Yes (For the year 2019-20), AY 2020-21	16/02/2022

Extended Profile

1.Programme		
1.1 Number of courses offered by the institution across all programs during the year		**24**

File Description	Documents
Data Template	[View File]()

2.Student		
2.1 Number of students during the year		**6734**

File Description	Documents
Data Template	[View File]()

| 2.2

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | | **1649** |

File Description	Documents
Data Template	[View File]()

| 2.3

Number of outgoing/ final year students during the year | | **1393** |

File Description	Documents
Data Template	[View File]()

3.Academic		
3.1 Number of full time teachers during the year		**63**

File Description	Documents
Data Template	[View File]()

3.2		**31**

Number of Sanctioned posts during the year	

File Description	Documents
Data Template	[View File](#)

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**35**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**4893269**
4.3 Total number of computers on campus for academic purposes	**52**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

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. Online teaching (due to Corona Pandemic) is blended with reasonable use of ICT to make the teaching-learning process more learner-centric.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://mtbcollege.ac.in/index.html?&LogID=5ea8a661d6f9bcd1d7a0850465895e16

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

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.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://mtbcollege.ac.in/academic-calendar.html

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University `C. Any 2 of the above`

Setting of question papers for UG/PG
programs Design and Development of
Curriculum for Add on/ certificate/ Diploma
Courses Assessment /evaluation process of the
affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

25

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

0

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

20/100

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

20

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The institution runs the courses in Arts, Commerce and Science stream. Curriculum is designed by Cooch Behar Panchanan Barma University which included various topics/chapters covering cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics. The institution took care to focus on these issues. Environmental Studies is a compulsory subject for all under graduate 1st year students (For Core course it is included in 1st Semester Syllabus and for Programme course it is included in 2nd Semester Syllabus), related to Environment and Sustainability. Similarly, Cross cutting issues relevant to Gender, Human Values and Professional Ethics are covered in the prescribed syllabi of University in various subjects in the form of topics, chapters, poems and co-curricular activities.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

0

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

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

0

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows **C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://mtbcollege.ac.in/feedback-repot.html

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

3350

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

1137

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Teachers review the academic performance of students from class room lecture and discussion, laboratory practical, unit tests, and previous board's results, class seminars. This helps in assessing the number of advanced learners and slow learners among the students. In the start of the session fundamentals are taught for the better understanding of the subject. Concepts which could not be grasped easily are repeated in consequent classes. Sometimes the students are encouraged to do board work before the class so that their level of comprehension could be increased and teachers could rectify their problems. Extra classes are conducted for the full coverage of the syllabus where the involvement of the students is ensured which results in the interactive teaching learning process. Teachers review the academic performance of students from class room lecture and discussion, laboratory practical, unit tests, and previous board's results, class seminars. This helps in assessing the number of advanced learners and slow learners among the students. In the start of the session fundamentals are taught for the better understanding of the subject. Concepts which could not be grasped easily are repeated in consequent classes.

File Description	Documents
Link for additional Information	NA
Upload any additional information	View File

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

Number of Students	Number of Teachers
6734	64

File Description	Documents
Any additional information	[View File]()

2.3 - Teaching- Learning Process

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

The college undertakes many student-centric methods for enhancing learning experiences like Mentoring System for Students.

Objective of the Practice: To minimize drop-outs through personal counseling.

Need Addressed & the Context: Students undergo various problems of stress. Considering the student- teacher ratio in classrooms, it is impossible at times to give personal attention to students in class. One solution therefore is a Mentor who can form the bond with students in the true sense. Mentoring is required for students to achieve emotional stability

The Practice: The practice is that of creating an efficient mentor-ward system. Each teacher is assigned ten to twelve students. They meet at least once a week to discuss, clarify and share various problems which may be personal, domestic, academic etc.

Evidence of Success: It is needless to say that a mentor gets the job satisfaction. Evidence of success of the practice includes better results in the examinations, more regular attendance, increased participation in co-curricular activities, better discipline on campus and respectful relationship between teachers and students.

Resources: This practice requires well committed teaching staff who have the desire to help students beyond teaching hours and infrastructure to do so in terms of classrooms and a conducive atmosphere.

File Description	Documents
Upload any additional information	[View File]()
Link for additional information	[NA]()

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

maximum of 200 words

To facilitate the teaching-learning process, the college makes use of ICT. The college faculty uses laptops and LCD projectors in the classrooms to make learning more interesting for the students. Since the college has internet connections, You- tube assisted learning is being practiced. It becomes easier for a student who understands a subject matter from different perspectives in a convenient and easy manner. To make the students confident of themselves, seminar presentations are encouraged. After teaching a topic, the teacher gives the students assignments.Whatsapp groups were created for each department for communication with the respective teachers and students. The problems of the students were addressed through these groups. Study materials was given through learning management and also in the whatsapp group. Online classes were taken through Google meet, Zoom, Teachment platform during the pandemic situation. Assignments were given and exam were taken on google classrooms and google form.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://mtbc.in/lms/

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

2.3.3.1 - Number of mentors

64

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

30

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

9

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

631

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

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.

University Guidelines regarding continuous evaluation: https://drive.google.com/file/d/1FAUd_vfqgTWf5pMr-afNYzvBgY9PWoUh/view?usp=sharing

Video representation of students: https://www.youtube.com/channel/UCLohzevZteOwtJEwTxYXBhw

Visit Department profile for IA questions: http://www.mtbcollege.ac.in/honours-courses.html

File Description	Documents
Any additional information	[View File](#)
Link for additional information	[NA](#)

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

Semester examination is conducted by university, and the students

appear at center allotted by the university. The college follows strictly the guidelines and rules issued by the affiliating university while conducting internals and end semester examinations. For conducting the internal assessment test department Head had given the responsibility for smooth conduction of internal assessment. The final internal assessment marks calculated on the basis of attendance, marks of class test and assignment marks, and are uploaded on university ERP at the end of semester. Any grievances related to university question paper like out of syllabus, repeated questions, improper split of marks, marks missed, wrong question number during semester exams are addressed to the center superintendent and the same reported to the university immediately through center controller (University representative). University decision or information after resolving the grievances/correction in question paper is intimated immediately to the students during the examination through the examination committee members. After examination, the answer scripts evaluated by examiner designated by university and final result are declared. If student has any grievances related to evaluation of university answer scripts, student can apply for challenge evaluation/scrutiny. University declared the result of challenge evaluation/scrutiny after completing the process on university website.

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

2.6 - Student Performance and Learning Outcomes

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

Response: The College has clearly stated learning outcomes of the Programs and Courses. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students:

- Soft Copy of syllabi and learning Outcomes are available in the college website for ready reference to the teachers and students.
- The importance of the learning outcomes has been communicated to the teachers in every IQAC meeting and College Committee meeting.
- The students are also made aware of the same through

Interaction with respective department teachers.

The institution is running Under Graduate (B.A, B.sc, B. com) courses for the students. In 2020-21 sessions 2043 students got admitted in Bsc, B.com & B.A (UG Courses). In 2020-2021, 1200 students were successfully passed out. There are 11 subjects in the college viz. English, Bengali, Sanskrit, Political Science, Philosophy, Economics, History, Chemistry, Physics, Mathematics and Commerce.

The outcomes of Programme and Honours Courses almost the same but only difference is Honours course are more border and subject specific in respect to Programme Course

Syllabus Link: http://www.mtbcollege.ac.in/syllabus.html

Learning Outcomes for each Department are available in Department profiles: http://www.mtbcollege.ac.in/honours-courses.html

Department of English:

Programme Outcomes

- Studying English literature opens up a world of inspiration and creativity.
- Studying English literature develops skills that are essential for today's global environment.
- It is a chance to discover how literature makes sense of the world through stories, poems, novels and plays.
- It sharpens the students' ability to write, read, analyze and persuade.
- The students receive a thorough introduction to essential genres (novels, poems, drama, and criticism) and study the works of great canonical authors (Shakespeare, Milton, Austen, Dickens) as well as contemporary ones.
- This study will expose students to new horizons such as

translation and creative writing.

Programme Specific Outcomes

- On successful completion of the programme, the students will be accurate both in oral and written communication as they will be strong in Grammar and its usage.
- The students can express a thorough command of English and its linguistic structures.
- The students will be familiar with the textual genres including fiction, non-fiction, poetry, autobiography, biography, journal, plays, editorials etc.

Course Outcomes:

- On successful completion of the programme, the students are introduced to communicative skills, to define, classify and understand the methods of communication, to improve their LSRW skills, to enable them to practice those skills in their daily life.
- To gain knowledge on fundamental principles of English grammar including parts of speech, sentence types (simple/compound/complex sentences), subject-verb agreement, pronoun usage, punctuation etc.
- To learn the literary, societal, cultural and historical background of the greatest English writings penned by Indian Authors
- To familiarize students with the literary texts of ancient and modern literature written by great writers of English.
- To obtain adequate information on colonization and post- war consequences through the literary, cultural biographical and historical background of the greatest writings in Commonwealth literature.

Department of Commerce

Programme Outcome:

- This programme provide well trained professionals for Industries, Insurance Companies, Transport Agencies, Banking sectors, Financial companies, Warehousing etc. to meet the well trained manpower requirements. The graduates will get hands on experience in various aspects acquiring skills for
- Marketing Manager, Selling Manager, over all Administration

abilities of the company. It provides students with the knowledge and technical skills in the accounting and in financial fields.

Programme Specific Outcome

The students should possess the knowledge, skills and attitudes during the end of the B.com degree course. By virtue of the training they can become an Manager, Accountant, Management, Accountant, Bank Manager, Company Secretary, Professor etc.

Course Outcomes

- The student should have a thorough knowledge on the accounting practice prevailing· in partnership forms and other allied aspects.
- On the successful completion of this subject the students acquires the knowledge· about the various types of business organizations and office management.
- To enable the students to learn principles and concepts of Accountancy.
- The students are enabled with the knowledge in the practical applications of accounting.
- The students should be well versed in the fundamental concepts of auditing, entrepreneur, knowledge in the finance institution, project report incentives and subsidies.
- This course aims to provide an in-depth knowledge on the provisions of Income Tax and to familiarize with recent amendments in Income-Tax.
- To keep the students conversant with the ever-enlarging frontiers of Cost Accounting knowledge.
- The student should be able to work efficiently in MS-PowerPoint and Tally.
- This course enables the students with the knowledge about the Capital budgeting, Working capital, cash management and financial management techniques.
- The student acquires the knowledge in the Management Accounting Techniques in business decision making.
- To understand the nature of human resources and its significance to the organization.

Department of Economics

Programme Outcome

- A degree in economics provides you with a solid foundation for a carrier in business, government or with the nonprofit organization. In this programme you will study how societies, governments, households and individuals create, use, manage and distribute resources.

Programme Specific Outcome

- To equip students to succeed in an information rich, technology based society through ICT Literacy
- To help students understand content faster and better by improvement in teaching learning process
- To conduct adequate enrichment activities which will expose them to a variety of skilled careers and equip them with the tools and resources they need to build a future.

Course Outcomes

- Understand the behavior of Indian and world economy.
- To develop the financial literacy for profitable investment.
- To make students aware of the issues of inflation, unemployment, poverty, GDP and Balance of payment.
- It develops the skill to make better decisions in business environment and even in your personal choices.
- To impart the knowledge of Banking, Marketing and different sections of economy so that students will get job opportunities in different economic, financial, banking, marketing and other sections of economy.
- Economists are vital in helping, predict and study responses to changes in policy and market changes, which is an important skill in today's changing business environment.
- Economists also study and help in developing public policies like health care and educational reforms.

Department of History

Programme Outcome

The Bachelor of Arts in History is a broad- based programme that has specific goals, including: engaging the mind and imagination of those who study history; introducing students to worlds, times, places and cultures including their own in a way that they have never thought before

Programme Specific Outcomes:

- Understand the present existing social, political, religious and economic conditions of the people.
- Analyze relationship between the past and the present is lively presented in the history.
- Develop practical skills helpful in the study and understanding of historical events.
- .Develop interests in the study of history and activities relating to history.
- History installs the feeling of patriotism in the hearts of the pupils.

Course Outcomes

- To create interest towards the cultural and historical background of India.
- To understand the various historical incidents and to help students for preparing competitive examination.
- To help the students to identify and evaluate conflicting interpretations.
- It inspires the students through bravery and courage of our forefather.
- It inculcates critical thinking, reading, writing and research skills among students.

Department of Political Science

ProgrammeOutcomes

- Political science delves into the study of governments, public policies, and political behavior. It is a social science that uses both humanistic perspectives and scientific skills to examine the countries and regions of the world.
- As a political science student, you will hone the writing, communication, analytical, skills that are fundamental to part of education.
- This kind of education will prepare you to think critically and independently, help you appreciate differing points of view, and broaden your knowledge of current affairs.
- The study of political science serves as excellent preparation for law school and into administrative roles
- The various topics offered in the course will help you gain knowledge about the workings of governments, political parties, public policies, and laws.
- Studying political science grounds students in the importance of political participation their political rights and prepares them to take part in the political life of their communities

and the nation

Programme Specific Outcomes:

Political Sciences as 'Master Science' had spawned International Relations, later emerging as an autonomous discipline, Comparative Politics later shifting to Area Studies and Public Administration which again became an autonomous discipline though taking a turn to management and policy studies. This Masters programme provides a broad view of this disciplinary development.

- The programme provides a balanced treatment between the Western and the· Indian political thought and theory.
- The programme provides a balanced treatment to both empirical and normative aspects of the discipline of Political Science. The students get a balanced footing on concepts and methodology as the programme has made Research Methodology and Field Research compulsory.
- The programme draws inputs from allied disciplines and empowers the students with an interdisciplinary focus and understanding. The Programme draws on research thrust areas of the Department like India's state and sub-state politics, public policy, India's foreign policy, women and politics and social movements, to name a few.
- The programme supports problem solving skills, thinking, creativity through assignments, project work, both individual and group based.
- The programme empowers and motivates students for research in Political Science and related fields. Since the Department has its own dedicated library students get enough opportunity to prepare for competitive examinations.

Course Outcomes

- It understands inspires political philosophy, ideologies and the nature of Indian Constitution.
- Comparative study of international politics and role of women in politics.
- It understands the student's different types of Government and their policies.
- It helps the students to understanding responsibilities and rights of the citizens of a country.
- It helps the students what is happening in the countries around the world, issues the people are facing or new laws are being implemented.

- ○ It understands the structure and working of the state, the separation of power, the judicial and legal system, scheme of welfare and social services.

Department of Geography

Programme Outcome:

Geography mainly concerns changes in spatial attributes in a temporal perspective. The Programme Course in geography is tailored to meet the students' specific educational and professional goals in mind. It focuses on spatial studies, qualitative as well as quantitative, and emphasises on human-environment relationship. During the first year of the programme, the students are trained on advanced concepts of physical and human geography. The third year allows them to concentrate on specific areas of the subject, on which they complete their field reports. After completing the course, the students will be amply prepared for professional careers in geography and allied disciplines like GIS and Remote Sensing.

Programme Specific Outcome:

- ○ Student will gain the knowledge of physical geography. Student will have a general understanding about the geomorphological and geotechnical process and formation. They will be able to correlate the knowledge of physical geography with the human geography.
- ○ They will be able to acquire the knowledge of Human Geography and will correlate it with their practical life.
- ○ Student will be able to analyse the problems of physical as well as cultural environments of both rural and urban areas. Moreover they will try to find out the possible measures to solve those problems.
- ○ They will be eligible for conducting social survey project which is needed for measuring the status of development of a particular group or section of the society.
- ○ Application of modern instruments: Students will be able to learn the application of various modern instruments and by these they will be able to collect primary data.

Course Outcomes

- ○ It develop the skills including critical thinking, problem solving, reasoning, analysis, interpretations and synthesizing information's and communication literacy, media and internet literacy, data interpretation and analysis and computer

programming.

- ○ It imparts the knowledge about different places on earth and how they relate with each other.
- ○ It helps the students to identify and appreciate important events and National and International policies; make better and informed decisions regarding the best use of National resources.
- ○ It helps the students to know about the relationship between human being and the environment and the general process of natural resources.
- ○ It enables the students to understand how population growth and technological advances affect the environment.
- ○ It help the students to gain the understanding of International mattes and multicultural concerns, read maps, interpret local and global information and understand International networks for trade.

Department of Philosophy

Programme Outcome

Pursuing a career in philosophy can help you findemployment as editors, copywriters, advertising managers, art directors, and marketing consultants. Pursuing a career in philosophy lies in its quality of being dynamic yet fundamental to the way life works, making it a popular subject choice amongst young students.

Programme Specific Outcome

- ○ Understanding of the fundamental principles in Philosophy and methods in logical tradition (Indian & Western) and capability of developing ideas based on them.
- ○ Inculcate philosophical/logical reasoning.
- ○ Prepare and encourage students for research studies in Western and Indian Philosophy and other applied fields.
- ○ Provide advanced knowledge on topics in Philosophy, applied philosophy and human values empowering the students to pursue higher degrees at reputed academic institutions.
- ○ Strong foundation on critical thinking and representation of philosophical theories which have strong links and application in day-to-day life particularly practical ethics, tradition, culture, socio-political aspects of philosophy and cognitive sciences.

Course Outcome

- To get an ability to search for the truth through thinking and speculation, about life and reality
- Creates an ability to evaluate arguments and reasoning. Helps the Critical thinking as the process of evaluation to separate truth from falsehood, and reasonable from unreasonable belief itself.
- To introduce with the philosophies of the ancient Greece that influenced much of Western culture
- Gives the basic concept of Symbolic logic of Mathematical logic
- It enables the students to know about thinking of the Western philosophers and their system buildings
- To introduce with the general concepts of Ethics
- Enables the students to know about the philosophical thinking of the great Indian thinkers about the human life and reality.
- After the completion of this paper student will be able to know how we can see the religious viewpoints scientifically.
- To know about social and political aspects of our society

Department of Sanskrit:

Programme Outcome

The programme has enabled UG level students of Sanskrit to be introduced with Indian age-old heritage, accumulating in the last forty centuries, exercising inexpressible impact on the life and culture of the Indians with the explicit aim of inspiring as well as uplifting qualitatively each and everyone, directly or otherwise concerned with.

Programme Specific Outcome

- Acquire comprehensive knowledge in Sanskrit language and literature.
- Develop the ability to read Sanskrit texts closely, focusing on generic conventions, historical contexts, aesthetic dimensions and linguistic and stylistic variations.
- Acquire the basic language skills of a minimum of three languages including the global language; get sensitized on major contemporary social issues through representative works in these languages; critically respond and effectively articulate the same in writing and speech.
- Conceive the general concepts of philosophical and technical knowledge in Sanskrit.
- Develop communication skill in Sanskrit, English and regional language. Acquire skill in ICT.

- Develop interdisciplinary/multidisciplinary approach of study.
- Familiarize the logic / methods of textual analysis in Sanskrit.
- Explore critically the different branches of ancient Indian wisdom

COURSE OUTCOMES

- To introduce the students with Vedic concept of god partially. It also introduces students with Pratyaksa, a pramana of the Indian NyayaVaisesika Philosophy.
- Making the students acquainted with the work, Raghuvamsa of the Great poet Kalidasa. It also incorporates the famous drama of Bhasa- Svapnavasavadattam with a view to giving knowledge of ancient Indian dramatic system. A part of Sanskrit grammar has also been included to this paper which is supposed to enrich the grammatical base of the students.
- The course has enhanced the inquisitiveness of the students for knowing the historical background of the classical Sanskrit literature.
- It is designed also for making the students familiar to the Varadaraja's simple analysis on Sandhi and Karakabibhakti. Both forming significant portions of the Siddhantakaumudi, a commentarial write-up on Panini's Astadhyayi.
- The course is intended for making the students acquainted with the two highly adored Mahakavyas namely , the Ramayana and the Mahabharata in order that the impact of the grand teachings of these both might sanctify the taught and believe of upcoming learners of Sanskrit.
- The outcome of this course is to introduce the students with the keynote essentials of the rhetorical work Sahityadarpana of Viswanatha Kaviraja to ensure the better learning outcome in the area of grammar,
- The course is intended for imparting knowledge as to philological speculation expected to increase the level of students' outlook on Sanskrit linguistics. It is also intended for acquiring knowledge about the concept of sentence in Mimamsa philosophy.

Department of Bengali

Programme Outcome:

The prospective outcome of this Course is to introduce the students to the vast plethora of cultural and anthropological domain through prose, poetry and novels in Bengali Literature. It has a structured

curriculum targeted to foster academic and applied analytical skills. The curriculum integrates basic tenants of journalism, report writing, interviewing skills, and copy-writing for advertisement, content editing, proof reading and translation. The idea is to provide the students with the required hands-on training. Bengali, being the 4th most spoken language in the world presents ample professional opportunity. The aspirant can get jobs in print media, translation work, proof reading etc. Moreover, being one of the Modern Indian Languages, it also furnishes scope for the aspirants as faculties of Bengali language and linguistics, not only in Indian but also foreign universities as well. Furthermore, Bengali language also significantly contributes to ethnographic diversity of not only India but the World as a whole.

Programme Specific Outcome:

Develop a strong concept of linguistics and basic Bengali grammar, history of old, medieval and modern Bengali literature. The students should possess the fundamental knowledge of Bengali Prosody, Rhetoric, Deferent literary theory, loike Tragedy, Comedy, Romanticism, Classisigm, Epic, Ode, Ballad etc. Old Indian KABBWATATTWA, Charyapada, Baishanab Padabali, Ramayan, Mangal Kavya, Bhagbat, Mahabharata, Shakta Padaboli and Annadamangal, Chandimongal etc.. Students are enabled to transfer and apply the acquired concepts and principles to study different branches of Bengali literature that is fiction, short story, essay and poetry. Understand the principles and application of classification of Drama, Novels, and Poetry. Develop a conception of aesthetic sense and understand the interdisciplinary approach

Course Outcome:

- To make students interested in Bengali Society, culture, literature and history of the Bengali people.
- To create a sense of history and historical analysis about Literature among the students.
- To make students aware about basic textual nuances of Medieval and Modern Bengali Literature.
- To help students acquire a sound foundation in the knowledge interested in Socio-economic and cultural history of medieval period of Bengal.
- To make students aware about Vaishnava and Shakta Religion and Philosophy and religious literature and social values of these times and Middle Bengali literature as such, in a socio-cultural perspective
- This course helps in learning about the evolution of

literature in other Indian languages that have had a profound influence on the socio-cultural formations in India since early times and have also enriched Bengali language and literature

- To make students aware about the importance of Rhetoric and Prosody while studying poetry.
- To give practical lesions of Rhetoric and Prosody to students
- Knowledge of different forms of drama, satire or theatre with its social background with special emphasis on contemporary political culture. Concept and impact of Proscenium theatre, folk opera, street theatre, farce and satirical dramas on women's education, practice of Sati, widow remarriage, the prevalent social traditions and customs and their imposition on the liberal individual
- Reading of transformation of imagery and development of other aesthetic trends and novel notations from a colonial perspective of renaissance.
- To make students aware about Indian idea of Rhetoric and Prosody, practical learning and importance of Rhetoric and Prosody while studying poetry.
- To give them a thorough insight into the middle Bengali Language and literary culture, theories of rhetoric and prosody and analytical concept

Department of Physics

Programme Outcome

Physics isthe natural science that studies matter, its fundamental constituents, its motion and behavior through space and time, and the related entities of energy and force. Physics is one of the most fundamental scientific disciplines, and its main goal is to understand how the universe behaves.

- Physics deals with a wide variety of systems, certain theories are used by all physicists. Each of these theories were experimentally tested numerous times and found to be an adequate approximation of nature.
- Physics uses mathematics to organize and formulate experimental results and from which new predictions can be made.
- The results from physics experiments are numerical measurements. Technologies based on mathematics, made computational physics as active area of research.

Programme Specific Outcome

- ○ The theory of classical mechanics accurately describes the motion of objects, provided they are much larger than atoms and moving at much less than the speed of light.
- ○ To provide the detail study of atom and the behavior of atom in various states.

Course Outcomes

- ○ The students will demonstrate a scientific knowledge of the core physics principles in Mechanics, Electromagnetism, Modern Physics and Optics
- ○ The student will determine the appropriate level of technology for use in experimental design and implementation, analysis of experimental data and numerical and mathematical methods in problem solutions
- ○ The students will demonstrate a purposeful knowledge of scientific literature and ethical issues related to physics
- ○ The students will effectively communicate their knowledge of physics from basic concepts to specific detailed presentations through a variety of oral, written and computational modalities
- ○ To acquire the basic knowledge of mechanics, properties of matter and gravitation
- ○ Learn motion of bodies and sound waves, Electric and Magnetic Properties of Matter and Thermal Physics, Digital System and Application
- ○ To inspire interest for the knowledge of concepts in physical and geometrical physics

Department of Chemistry

Programme Outcome

Students will demonstrate an understanding of major concepts in all disciplines of Chemistry. Students will employ critical thinking and the scientific method to design, carryout, record and analyze the results of chemical experiments and get an awareness of the impact of chemistry on the environment, society and cultures outside the specific community.

Programme Specific Outcome

- ○ The ability to explain chemical nomenclature, structure, reactivity and function in their specific field of chemistry
- ○ The design and execution of the experiment should demonstrate an understanding of good laboratory and the proper handling of

chemical waste streams and also explain how the applications of Chemistry relates to the real world

Course Outcomes

- Students will gain an understanding of methods of analysis related to chemical analysis goals such as detection of special elements, functional group, derivatives, titration, gravitational method, potentiometry, PH metry, detection various physical and chemical data etc.
- After completing this course, students must have a basic knowledge of Organic Chemistry, Inorganic Chemistry and Physical Chemistry.
- Students will learn about Green Chemistry, Fuel Chemistry, Industrial and Analytical Chemistry.
- To enable the students to learn about classification of polymers- methods of preparation of polymers, different types of polymerization, molecular weight of polymers. Students to learn about electro chemistry.

Department of Mathematics

Programme Outcome

Formulate and develop mathematical arguments in a logical manner. Also when there is a need for information, the student will be able to identify, locate, evaluate, and effectively use that information for handling issues or solving problems at hand. Acquire good knowledge and understanding in advanced areas of mathematics and its applications.

Programme Specific Outcome

Will be able to apply critical thinking skills to solve problems that can be modeled mathematically, to critically interpret numerical and graphical data, to read and construct mathematical arguments and proofs, to use computer technology appropriately to solve problems and to promote understanding, to apply mathematical knowledge to a career related to mathematical sciences thus cultivating a proper attitude for higher learning in mathematics.

Course Outcomes

- Demonstrate basic manipulative skills in algebra, geometry, trigonometry and beginning calculus.
- Apply the underlying unifying structures of mathematics and

the relationships among them.
  ○ Demonstrate proficiency in writing proofs.
  ○ Investigate and apply mathematics problems and solutions in a variety of contexts related to science, technology, business and industry and illustrate these solutions using symbolic, numeric or graphical methods.
  ○ Students can understand the foundation of Mathematics. They are able to perform basic computation in higher Mathematics.
  ○ Students are able to develop problem solving skills
  ○ They are able to communicate Mathematical ideas with others.
  ○ They can enhance the quality of analysis and research in different mathematical fields.
  ○ Operations research can develop the management quality in different industries and factories.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	http://www.mtbcollege.ac.in/criteria-2-6-1-2020-21-programme-outcome.html
Upload COs for all courses (exemplars from Glossary)	[View File](#)

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

We don't have any mechanism to evaluate it.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	NA

2.6.3 - Pass percentage of Students during the year

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

1200

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	NA

2.7 - Student Satisfaction Survey

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

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

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

8.25

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://www.serb.gov.in/home.php

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

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

5

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

8

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

2

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

The college organizes a number of extension activities to promote institute-neighborhood community to sensitize the students towards community needs. The students of our college actively participate in social service activities leading to their overall development. The college runs effectively National Service Scheme and National Cadet Corps Units. Through these units, the college undertakes various extension activities in the neighborhood community. Several activities were carried out by NSS volunteers addressing social issues which include cleanliness, tree plantation, environmental awareness, helping with food and medicine during corona pandemic. The NCC unit of the college comes under 4/13-Bengal Unit. It aims at developing qualities of leadership, patriotism, maintaining discipline, character building, spirit of adventure and the ideal of self service. The NCC unit of the college organizes various extension activities as tree plantation, Swachhta Abhiyan, Kargil days. Other than NSS and NCC units, the Alumni Association of the college is conscious about its responsibilities for shaping students into responsible citizens of the country by making students aware of social issues through various programmes like Environmental Awareness, Tree Plantation, Blood group detection , Blood donation camps etc. All these mentioned activities have positive impact on the students and it developed student community relationship, leadership skill and self confidence of students. It also helped in cultivating hidden personality of students and created awareness among students

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

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

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

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

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

1

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

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

1

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

3

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

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

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has twenty-eight (35) fully functional Class Rooms. The mode of teaching is both conventional Chalk & Talk method along with Digital mode.

Digital Class Rooms and ICT enabled class Rooms

One gallery room (seminar hall) with a capacity of 200 students is fully equipped with short throw digital projectors, surround speakers and cordless microphones. Two smart classrooms with projector, desktop computer with Wi-Fi facility.

Library facilities:

The Central library has been renovated. INFLIBNET facility is available for students and teachers. Computer and internet facility is available inside the library.

Computing equipment and internet facilities:

Few departments are equipped with desktops with Internet connectivity. Few teachers are provided with laptop facilities.

Other Facilities:

A photocopying facility for students and teachers is also available within the campus at library and office for quick and easy access.

Laboratory Facilities:

The science departments (Physics, Chemistry, Mathematics) of the college have well equipped laboratories along with computer and internet facilities.

Infrastructure of computer laboratory:

The college has computer training centre equipped with 28 computers and internet connectivity and the training is going in collaboration of ICA.

Other supporting facilities

Our college has 20.0 KVA generators for uninterrupted power supply during electrical failure.

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

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

College has a set up for sports, games inside the campus and outdoor sports are regularly done in the college play grounds. We arrange swimming competition in our college pond. Students regularly participate in inter college sports activities through-out the year under the supervision of sports teacher.

Sl No.

Particulars

Quantity (Piece)

1

Yoga Mat

6

2.

Carrom Board

4

3

Wooden Chess Board

1

4

Foot Ball

2

5

Badminton Racket

8

6

Feather Cock

2 Boxes

7

Badminton net

1

8

Cricket bat

6

9

Stamp

2 set

10

Cricket ball

12

11

Volley Ball

1

12

Discus

1

13

Shot put

1

14

Javelin

1

Art and Culture unit:

There is a positive environment of Art and Culture in the college. Annual cultural program and annual competition, College Foundation Day, Rabindra Jayanti, World environmental Day , International Women's Day and many others are celebrated with cultural activities.

Musical Instruments : 1) Harmonium 2) Tabla3) Home theatre/speaker

Fire Safety Unit:

The college is installed with adequate fire safety devices, especially in the Laboratories which is high risk area.

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

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

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

0

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The college has central library building. Library has a huge collection of Text books, Reference books and others books.The reading room is well furnished to accommodate 30 students at a time and provides conductive environment for study. A visitor record is maintained for students and faculty members, New Arrivals of books and journals are displayed on rack. The library has under closed circuit television (CCTV) surveillance Cameras.

The library has developed the database of its own collection through the library softwarenamed ATHENOS 2.0. Library is fully computerized

with barcode-based issue-and return process.

The library is a member of N-list consortia of information library network (INFLIBNET) under this consortia library provides more than 3135000+ e-books and 6000+ ejournals to students and faculty member.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	http://www.mtbcollege.ac.in/our-library.html

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources   C. Any 2 of the above

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

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

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

0.059

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

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

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

0

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The IT facilities are available in our institution. We have "IT Management Committee" to manage the issue related to hardware and software in the campus. The college provides computer facilities to the students of Math and Physics Department to learn experimentally.

The IT facilities that are available in supporting academic and non-academic activities include:

1. Desktop computers in office, teacher common room, IQAC chamber and in some departments 2. Wi-Fi Internet throughout the campus. 3. Most of the computer systems are connected to Uninterrupted Power Supply. 4. 60 mbps WIFI speed facilities. 5. We have Add on courses on computer skill development 6. Xerox machine and student ID card printer are available.

ITES NEW/UPGRADATION of INFRASTRUCTURE (INTERNET/COMPUTER/UPS/PROJECTORS):

Departments have to identify the requirements for new or up gradation of existing infrastructures like INTERNET, Computers, projectors, UPS, etc. according to the lab requirements provided by the affiliating university. Heads of Departments will submit the requirements to the Principal & Management for approval. After getting approval, quotes will be collected from 3-5 vendors for the new purchase or upgradation of existing infrastructure. Comparative statement of the price quotes will be submitted to Principal & Management for approval to proceed with the purchase.

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

4.3.2 - Number of Computers

52

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

49

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

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.

Maintenance of the laboratory:

The laboratory equipments and the necessary chemicals are purchased by the office of the principal and purchase committee.

Maintenance of the sport facilities:

Sports Committee takes the responsibilities of the maintenances of the sport facilities..

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.

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.

Student support and welfare:

In the college campus, there is a good environment for the benefit and welfare of the students.

The college is affiliated to Coochbehar Panchanan Barma University, Coochbehar. The college has an elaborate academic support mechanism.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://mtbcollege.ac.in/procedures-and-policies.html

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1160

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

C. 2 of the above

File Description	Documents
Link to institutional website	http://www.mtbcollege.ac.in/iqac.html
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

115

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

6

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

0

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template)	View File

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

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 2020-21 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.

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

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

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

0

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

MATHABHABHANGA COLLEGE ALUMNI ASSOCIATION (MCAA) was establish on 22th February 2004. It was registered under the West Bengal Society Registration Act, 1961. Registration S/IL No. 46441, dated 20.07.07

World Environment Day is the opportunity for everyone to realize the responsibility to care for the Earth and to become agents of change. World Environment Day is celebrated each year on 5th June. Mathabhanga College Alumni Association every year celebrates World Environment Day with great pomp and fervor in support to the environment with planting of saplings, in the College premises. In lieu of this, students were inspired and motivated to plant more trees in and around their own surroundings contributing to a healthier and cleaner society which in turn will make a greener Earth.

Association generally arranged Kriti Sambardhana, Legal Awareness Programme, and Yoga Camp etc but due to corona pandemic as most of the time college remain closed no such arrangement taken place. Financial contribution in this year is very less also.

File Description	Documents
Paste link for additional information	http://www.mtbcollege.ac.in/alumni-activities.html
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Mathabhanga College, was established in the year 1969 affiliated to University of North Bengal to cater to the needs of young minds of the society. The college started as an Arts college and later Science and Commerce were added in the institution. In 2015, with the establishment of Coochbehar Panchanan Barma University the college became affiliated to the University and strictly adheres to the norms and procedures prescribed by the university. The vision of the college is to provide affordable quality education, while inculcating values and knowledge and skills. The institute strives

to provide opportunities for students to realize their full
potential and to hone their talents and skills and to shape them for
a better future.

The mission of the college is to

Impart qualitative education through value based holistic teaching
and learning by incorporating both traditional and innovative
practices.

Create a platform for students for exploring their creative
potential and nurturing the spirit of leadership and critical
thinking.

To inculcate values of discipline, hard work, team-spirit and
responsibility .

Provide inclusive education by making it accessible to all sections
of society.

To maintain and promote quality, transparency, compliance and
sustainability in governance

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

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

Ever since the inception of the college, administration is carried
effectively through a decentralized mechanism. Institution focuses
on decentralization by providing equal opportunity to participate
and to contribute in the functioning of the Institution. The college
is run by the principal who is the administrative head aided by the
College Governing body which takes care of financial management and
the implementation of facilities and policies for the institution.
The

The following cells and committees are operational in the
institution to implement various activities which are part of the

strategic plan.

- **IQAC**
- **Teachers council**
- **Library Management Committee,**
- **U.G.C. Affairs Committee**
- **College Annual Magazine Committee**
- **Alumni Committee**
- **Students Grievance Redressal Committee**
- **Purchasing and Building Maintenance Committee**
- **Sports Committee**
- **Admission Committee**
- **Research Committee**
- **Sexual Harassment Prevention & Women's Grievance Redressal Committee**
- **Anti-Ragging Committee**
- **Cultural Events Committee**
- **Finance Committee**
- **NSS Unit**
- **NCC Unit**

Functional autonomy is granted to all departments and committees in the college. Thus, a participative culture is evolved in the institution.

File Description	Documents
Paste link for additional information	[NA](#)
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Curriculum is developed by the affiliating University. The members of Staff on various boards send suggestions for improvement. We ensure a perfect blend of classroom teaching & ICT enabled teaching, we follow University examination scheme of 80:20 wherein 80 % weightage is given to end semester exam & 20 % weightage is given to internal test, 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, library is

regularly updated and upgraded by adding new Text books, reference books, Research journals, magazines, news papers, e-Journals & E-books. 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 college authority for smooth running of all the activities takes care for optimum and efficient use of existing human resources, the College ensures publicity and transparency in admission process by the various ways. The entire process of admission is through online.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	NA
Upload any additional information	View File

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

The governance structure of the institution ensures that the leading educationists participate in sustaining the institutional ideas, tradition and maintain viability. The action plan of the institute in alignment with its vision and mission is ensured via definite organization framework, prospective planning, and dynamic leadership and decentralized administration. The principal (we have Teacher in Charge in place of Principal) as head of the institution carries out academic administration and management through well established statutory/non-statutory bodies. In accordance with the rules of the institution, the following organizational structure and decision-making processes are in place for enhancing the overall effectiveness.

The institution governance is managed through various administrative bodies:

Administrator, Teacher Council, Finance Committee and Purchase Committee, Internal Quality Assurance Cell (IQAC), Internal Complaint Cell, Anti Ragging Cell, Grievance and Redressal Cell, SC-ST Cell, Minority Cell, OBC Cell, Student Council helps the institute to work for student's welfare.

Alumni Association also did various types of programme for institution welfare.

NSS, NCC wings of Mathabhanga College also works for students and social welfare

File Description	Documents
Paste link for additional information	http://www.mtbcollege.ac.in/iqac.html
Link to Organogram of the Institution webpage	http://www.mtbcollege.ac.in/administrators.html
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

1.EMPLOYEES CREDIT COOPERATIVE CREDIT SOCIETY LTD. COVERING PERMANENT TEACHERS. (Loan Facilities)

2.EMPLOYEES CREDIT COOPERATIVE CREDIT SOCIETY LTD. COVERING PERMANENT NON TEACHING EMPLOYEE(Loan Facilities)

3.Non-teaching staff can avail interest free festival advance up-to Rs 25,000 repayable in 10 months

4. Teaching Staff can avail interest free festival advance up-to Rs 30000 repayable in 10 months

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

File Description	Documents
Paste link for additional information	[NA](#)
Upload any additional information	[View File](#)

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

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

0

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

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

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

0

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

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

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

7

File Description	Documents
IQAC report summary	[View File](#)
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	[View File](#)
Upload any additional information	[View File](#)
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

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

The Performance Appraisal System of teaching staff is under the rules of UGC & Higher education. At the ending of every year, all teachers fill a Comprehensive Self Assessment. Teachers maintain the records of teaching, examinations, college work, Research and Project to calculate their API score.

Appraisal for teaching staff is based on the Performance Based Appraisal Scheme (PBAS) proforma submitted by faculty seeking for promotion. The PBAS proforma details individual teachers' teaching-learning and evaluation related activities; research and academic contributions; administrative support and contribution in extra- and co-curricular activities as had been detailed in UGC guidelines.

There are no such methodologies for promotion of Non-teaching staff.

Teacher and non-teaching staff gets 3% enhancement of their basic salary every year at the end of July as per West Bengal Government rule

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

6.4 - Financial Management and Resource Mobilization

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

The 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.

All observations/objections of EA are communicated through their report. These objections are examined by Teacher in Charge, Accountant, Bursar and Governing Body/Administrator College. Draft report is submitted to Higher Authority, (if necessary) for finalizing compliance report of the Institute

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

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

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

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

Institute maintains & follows a well-planned process for the mobilization of funds and resource. The process involves various committees of the institute as well as the Department Heads and Accounts office. Institute has designed some specific rules as mentioned below:

- **Mobilization of Funds, the student Tuition fee is the major source of income for the institute**
- **College received some funds from MLA and MP welfare funds occasionally**
- **Various government agencies sponsor events like seminars and workshops. Due to shortage of funding and Corona Pandemic Webinar are arranged instead of Seminar and the Delegates are requested to give lecture without taking any charges.**

Utilization of Funds: A finance committee has been constituted to monitor the optimum utilization of funds for various recurring and non-recurring expenses. The purchase committee seeks quotations from vendors for the purchase of equipment, computers, books, etc.

Resource Mobilization Policy and Procedure: Before the financial year begins, Teacher in Charge and Accountant prepare approximate expenditure of the college and available funds

Optimal utilization of resources: The faculty, who exhibit initiative and receive substantial grants for R&D works or for

strengthening the infrastructure in the institute would be encouraged and will receive special commendation

File Description	Documents
Paste link for additional information	[NA](NA)
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The IQAC Cell of the college works towards improving and maintaining the quality of education, identifying and suggesting new ways of using teaching aids, developing suitable infrastructure, and offering suggestions for the new add-on courses. IQAC is an effective and efficient internal coordinating and monitoring mechanism. The IQAC plays a vital role in maintaining and enhancing the quality of the institution and suggests quality enhancement measures to be adopted. The IQAC meets four times in a years to plan, direct, implement and evaluate the teaching, development, and publication activities in the College. The sub-committees dealing with various activities and departments implement the IQAC guidelines and report the feedback. The IQAC strives to spread quality culture through quality enhancement initiatives and best practices. Significant improvements in quality have been made by institutionalizing the following IQAC initiatives:

- **IQAC monitored smooth functioning of all the online teaching learning and the examination process during Covid period when the offline classroom teaching facilities were closed**
- **IQAC take initiatives for career counseling programme in the pandemic situation**
- **IQAC encouraged NSS and NCC units to extend their voluntary services to help the local people during Covid period**
- **IQAC monitored the transparency of Academic and Administrative work.**

File Description	Documents
Paste link for additional information	http://www.mtbcollege.ac.in/iqac.html
Upload any additional information	View File

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

Use and enrichment of ICT infrastructure: The use of ICT tools has become an integral part in teaching -learning process. IQAC always encouraged teachers to utilize these tools in academic and laboratories. IQAC prepares the plan to include the use and enrichment of ICT infrastructure expecting from each departments. The IQAC has advised the administration to enrich ICT infrastructure by purchasing advanced ICT tools, broadband internet Wi-Fi facility. Periodically IQAC has informed teachers and non- teaching staff how to use ICT. The educational use of social media has also been utilized to establish communication with the students and peers. In teaching and learning, the feedback system is implemented to take the review of reliability and uses of ICT facilities.

Students Welfare: The IQAC coordinator assesses the documents related to the following: preparation of academic calendar; submission of teaching plan, regular arrangement of Internal examination, helps examination committee for smooth conduction of end semester examination, arranging skill development programme for students, seminar and webinar for students to increase their knowledge, helps sports committee for arranging different sports activity in college, helps ICC, anti ragging committee, grievance and redressal cell to tackle with issue related to student harassment.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for

D. Any 1 of the above

improvements Collaborative quality initiatives
with other institution(s) Participation in NIRF
any other quality audit recognized by state,
national or international agencies (ISO
Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	NA
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Due to corona pandemic the college remains closed physically during the years. IQAC coordinator of Mathabhanga College, Smt. Aparna Biswas, Associate Professor, and Department of Economics encourages all the women faculties of the college to take part in women oriented webinar and she herself engaged into different activities during the period for the welfare of women.

To commemorate Ishwar Chandra Vidyasagar on the occasion of his 200th birth anniversary, Department of Sociology and Department of Sanskrit organized a webinar on 26th September 2020. Smt. Aparna Biswas, Associate Professor, Department of Economics briefly spoke about the role Vidyasagar on the women education reform.

Detail Reports: http://www.mtbcollege.ac.in/iqac.html

Our College successfully implemented the west Bengal Government dream project "West Bengal Government Credit Card Scheme. Smt. Aparna Biswas was the coordinator to implement the scheme for the Mathabhanga College. Number of women students gets benefited by the above scheme.

Kanyashree is an initiative taken by the Government of West Bengal

to improve the life and the status of the girls by helping economically backward families. 69 women students from our college get the facilities to avail the fellowship.

File Description	Documents
Annual gender sensitization action plan	NA
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.mtbcollege.ac.in/specific-facilities-for-women.html

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management: For solid waste management different bins have been placed at different departments. This ensures that solid waste segregated at the source. Solid wastes are disposed at the concrete made disposal placed just behind the E-block campus of the college.

Liquid Waste Management: The waste water is carried out through the pipeline. This system is made by the Public Welfare Department of the state government.

Biomedical Waste Management- There is no biomedical waste management system in the college.

E-waste Management- There is no e-waste management system in the college.

Waste recycling system- There is no system of Waste recycling in the college. However, there is rain water harvesting system in the college.

The e-medical Waste Management- There is no e-medical waste management system in the college. Hazardous chemicals and radioactive waste management- There is no Hazardous chemicals and radioactive waste management system in the college.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	NA
Any other relevant information	View File

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

B. Any 3 of the above

    1. **Restricted entry of automobiles**

2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	[View File](#)

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File](#)
Certification by the auditing agency	[View File](#)
Certificates of the awards received	[View File](#)
Any other relevant information	[View File](#)

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

The institution believes in equality of all cultures and traditions as is evident from the fact that students belonging to different caste, religion, regions are studying without any discrimination. Though the institution has diverse socio-cultural background and different linguistic, we do not have any intolerance towards cultural, regional, linguistic, communal socio economic and other diversities. With great fervor the national festivals, birth anniversaries and memorials of great Indian personalities like Swami Vivekananda, Pandit Ishwar Chandra Vidyasagar, Manishi Thakur Panchanan Barma. The institution organizes two days Cultural festival every year. NSS and NCC Units of our college participate in various programmes related to social issues organized by colleges.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

College organizes various programs from time to time for the promotion of Constitutional values, rights, duties, and responsibilities of citizens. The College designs various activities to create awareness about the national identity and symbols. Moreover, these are aimed to familiarize its stakeholders about Fundamental Duties and Rights.

Mathabhanga College celebrates Independence Day on the 15thof August every year in campuses. Different cultural programs and events are performed which aim at highlighting the constitutional spirit of liberty equality justice and fraternity.

Every year on 26thJanuary, college celebrates Republic Day to honour the date on which the constitution of India came into effect. This day highlights the importance of constitution. College also celebrates Voters Day to bring awareness among the general masses about the importance of the vote. Besides, Mathabhanga College organized a Legal awareness programme to sensitize the stakeholders about its importance.

Mathabhanga College organizes several programs that are aimed at the promotion of various constitutional rights, duties, and responsibilities of citizens. College organizes Blood Donation Camp, Women Day, World Environment Day, Swachch Bharat Cleanliness Drive. Mathabhanga College facilitates Student Union's Election as per the direction of West Bengal Government order. Teaching and Non-teaching staff participated in the voter duty regularly.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Institution celebrates/ organizes national and international commemorative days, events and festivals. National festivals play an important role in planting seed of Nationalism and Patriotism among people of India. Our institution celebrates these events with great enthusiasm to commemorate the ideology of nationalism and to pay tribute to our great National Leaders. The Faculty, Staff and Students of the institution all come together under one umbrella to celebrate these occasions and spread the message of Unity, Peace, Love and Happiness throughout.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practices I

Title of The practice:

Cope with Online Learning

The Practice

After several hours of discussion in the Teacher council meeting and IQAC meeting we have opted the following methods:

- We have created separate what's app group for every subject both for Honours and programme courses. The problems of the students were addressed through these groups or on more involved cases through personal communication over phone.
- Classes were taken on Google Meet, Zoom, Teachmeant app, Skype and sometime via what's app video chat. Assignments were given and exams were taken on these platforms.
- Because of the difficulty in taking long hours of consecutive classes, the teachers took classes even on holidays to meet the necessity to cover the syllabus.

Best Practices II

Title of the Practice:

Tackling the blended mode of university examination

The Practice

After phonic conversation with several senior teachers the Teacher in Charge of Mathabhanga College has decided to make several video clarifying all the process of blended mode of exam and also the process of collecting blank answer script and submitting the answer script after the examination. Teacher in charge council also decided to apply strict safety Covid protocol.

File Description	Documents
Best practices in the Institutional web site	[View File]()
Any other relevant information	[View File]()

7.3 - Institutional Distinctiveness

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

Title of the practice: Excellence in online learning-teaching, examination, career development.

Learning and Examination Purpose:

In this situation Mathabhanga College adopted several measures to tackle the virtual world:

- A teacher uses LMS developed by Right Brain Technology for uploading notes and video lecture etc. Students easily download it for their purpose. https://mtbc.in/lms/
- Teacher in Charge of Mathabhanga College create several video clarifying all the process of blended mode of exam and also the process of collecting blank answer script and submitting the answer script after the examination. http://www.mtbcollege.ac.in/best-practices-iqac.html

Skill Development Purpose: We have arranged two webinar on online platform for skill development of students.

http://www.mtbcollege.ac.in/iqac.html

National and International Webinar: IQAC Mathabhanga in collaboration with Department of Chemistry and Department of English had arrange two international webinar and one National Webinar with Department of Sociology and Sanskrit on online platform successfully.

http://www.mtbcollege.ac.in/iqac.html

Career development programme for Teachers: At least seven teacher from our college successfully completed UGC approved courses like Refresher Courses, Faculty Induction Programme, Short time Faculty Development courses.

http://www.mtbcollege.ac.in/iqac.html

Adoption of online methodology by Non-Teaching Staff: Non-teaching staff of college successfully adopted the online methodology for online admission, online registration, online examination from fill-up etc.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

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. Online teaching (due to Corona Pandemic) is blended with reasonable use of ICT to make the teaching-learning process more learner-centric.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	[http://mtbcollege.ac.in/index.html?&LogID=5ea8a661d6f9bcd1d7a0850465895e16]()

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

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.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	http://mtbcollege.ac.in/academic-calendar.html

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

1.2 - Academic Flexibility

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

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

25

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

0

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

20/100

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

20

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The institution runs the courses in Arts, Commerce and Science stream. Curriculum is designed by Cooch Behar Panchanan Barma University which included various topics/chapters covering cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics. The institution took care to focus on these issues. Environmental Studies is a compulsory subject for all under graduate 1st year students (For Core course it is included in 1st Semester Syllabus and for Programme course it is included in 2nd Semester Syllabus), related to Environment and Sustainability. Similarly, Cross cutting issues relevant to Gender, Human Values and Professional Ethics are covered in the prescribed syllabi of University in various subjects in the form of topics, chapters, poems and co-curricular activities.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

0

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

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

0

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://mtbcollege.ac.in/feedback-repot.html

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

3350

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

1137

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

Teachers review the academic performance of students from class room lecture and discussion, laboratory practical, unit tests, and previous board's results, class seminars. This helps in assessing the number of advanced learners and slow learners among the students. In the start of the session fundamentals are taught for the better understanding of the subject. Concepts which could not be grasped easily are repeated in consequent classes. Sometimes the students are encouraged to do board work before the class so that their level of comprehension could be increased and teachers could rectify their problems. Extra classes are conducted for the full coverage of the syllabus where the involvement of the students is ensured which results in the interactive teaching learning process. Teachers review the academic performance of students from class room lecture and discussion, laboratory practical, unit tests, and previous board's results, class seminars. This helps in assessing the number of advanced learners and slow learners among the students. In the start of the session fundamentals are taught for the better understanding of the subject. Concepts which could not be grasped easily are repeated in consequent classes.

File Description	Documents
Link for additional Information	[NA](#)
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
6734	64

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

The college undertakes many student-centric methods for enhancing learning experiences like Mentoring System for Students.

Objective of the Practice: To minimize drop-outs through personal counseling.

Need Addressed & the Context: Students undergo various problems of stress. Considering the student- teacher ratio in classrooms, it is impossible at times to give personal attention to students in class. One solution therefore is a Mentor who can form the bond with students in the true sense. Mentoring is required for students to achieve emotional stability

The Practice: The practice is that of creating an efficient mentor-ward system. Each teacher is assigned ten to twelve students. They meet at least once a week to discuss, clarify and share various problems which may be personal, domestic, academic etc.

Evidence of Success: It is needless to say that a mentor gets the job satisfaction. Evidence of success of the practice includes better results in the examinations, more regular attendance, increased participation in co-curricular activities, better discipline on campus and respectful relationship between teachers and students.

Resources: This practice requires well committed teaching staff who have the desire to help students beyond teaching hours and infrastructure to do so in terms of classrooms and a conducive atmosphere.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	[NA](#)

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

To facilitate the teaching-learning process, the college makes use of ICT. The college faculty uses laptops and LCD projectors in the classrooms to make learning more interesting for the students. Since the college has internet connections, You- tube assisted learning is being practiced. It becomes easier for a student who understands a subject matter from different perspectives in a convenient and easy manner. To make the students confident of themselves, seminar presentations are encouraged. After teaching a topic, the teacher gives the students assignments.Whatsapp groups were created for each department for communication with the respective teachers and students. The problems of the students were addressed through these groups. Study materials was given through learning management and also in the whatsapp group. Online classes were taken through Google meet, Zoom, Teachment platform during the pandemic situation. Assignments were given and exam were taken on google classrooms and google form.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://mtbc.in/lms/

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

2.3.3.1 - Number of mentors

64

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

30

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

9

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

631

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

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.

University Guidelines regarding continuous evaluation: https://drive.google.com/file/d/1FAUd_vfqgTWf5pMr-afNYzvBgY9PWoUh/view?usp=sharing

Video representation of students:
https://www.youtube.com/channel/UCLohzevZteOwtJEwTxYXBhw

Visit Department profile for IA questions:
http://www.mtbcollege.ac.in/honours-courses.html

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

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

Semester examination is conducted by university, and the students appear at center allotted by the university. The college follows strictly the guidelines and rules issued by the affiliating university while conducting internals and end semester examinations. For conducting the internal assessment test department Head had given the responsibility for smooth conduction of internal assessment. The final internal assessment marks calculated on the basis of attendance, marks of class test and assignment marks, and are uploaded on university ERP at the end of semester. Any grievances related to university question paper like out of syllabus, repeated questions, improper split of marks, marks missed, wrong question number during semester exams are addressed to the center superintendent and the same reported to the university immediately through center controller (University representative). University decision or information after resolving the grievances/correction in question paper is intimated immediately to the students during the examination through the examination committee members. After examination, the answer scripts evaluated by examiner designated by university and final result are declared. If student has any grievances related to evaluation of university answer scripts, student can apply for challenge evaluation/scrutiny. University declared the result of challenge evaluation/scrutiny after completing the process on university website.

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

2.6 - Student Performance and Learning Outcomes

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

Response: The College has clearly stated learning outcomes of the Programs and Courses. The following mechanism is followed by the

institution to communicate the learning outcomes to the teachers and students:

- ○ Soft Copy of syllabi and learning Outcomes are available in the college website for ready reference to the teachers and students.
- ○ The importance of the learning outcomes has been communicated to the teachers in every IQAC meeting and College Committee meeting.
- ○ The students are also made aware of the same through Interaction with respective department teachers.

The institution is running Under Graduate (B.A, B.sc, B. com) courses for the students. In 2020-21 sessions 2043 students got admitted in Bsc, B.com & B.A (UG Courses). In 2020-2021, 1200 students were successfully passed out. There are 11 subjects in the college viz. English, Bengali, Sanskrit, Political Science, Philosophy, Economics, History, Chemistry, Physics, Mathematics and Commerce.

The outcomes of Programme and Honours Courses almost the same but only difference is Honours course are more border and subject specific in respect to Programme Course

Syllabus Link: http://www.mtbcollege.ac.in/syllabus.html

Learning Outcomes for each Department are available in Department profiles: http://www.mtbcollege.ac.in/honours-courses.html

Department of English:

Programme Outcomes

- ○ Studying English literature opens up a world of inspiration and creativity.
- ○ Studying English literature develops skills that are

essential for today's global environment.
- It is a chance to discover how literature makes sense of the world through stories, poems, novels and plays.
- It sharpens the students' ability to write, read, analyze and persuade.
- The students receive a thorough introduction to essential genres (novels, poems, drama, and criticism) and study the works of great canonical authors (Shakespeare, Milton, Austen, Dickens) as well as contemporary ones.
- This study will expose students to new horizons such as translation and creative writing.

Programme Specific Outcomes

- On successful completion of the programme, the students will be accurate both in oral and written communication as they will be strong in Grammar and its usage.
- The students can express a thorough command of English and its linguistic structures.
- The students will be familiar with the textual genres including fiction, non-fiction, poetry, autobiography, biography, journal, plays, editorials etc.

Course Outcomes:

- On successful completion of the programme, the students are introduced to communicative skills, to define, classify and understand the methods of communication, to improve their LSRW skills, to enable them to practice those skills in their daily life.
- To gain knowledge on fundamental principles of English grammar including parts of speech, sentence types (simple/compound/complex sentences), subject-verb agreement, pronoun usage, punctuation etc.
- To learn the literary, societal, cultural and historical background of the greatest English writings penned by Indian Authors
- To familiarize students with the literary texts of ancient and modern literature written by great writers of English.
- To obtain adequate information on colonization and post-war consequences through the literary, cultural biographical and historical background of the greatest writings in Commonwealth literature.

Department of Commerce

Programme Outcome:

- This programme provide well trained professionals for Industries, Insurance Companies, Transport Agencies, Banking sectors, Financial companies, Warehousing etc. to meet the well trained manpower requirements. The graduates will get hands on experience in various aspects acquiring skills for
- Marketing Manager, Selling Manager, over all Administration abilities of the company. It provides students with the knowledge and technical skills in the accounting and in financial fields.

Programme Specific Outcome

The students should possess the knowledge, skills and attitudes during the end of the B.com degree course. By virtue of the training they can become an Manager, Accountant, Management, Accountant, Bank Manager, Company Secretary, Professor etc.

Course Outcomes

- The student should have a thorough knowledge on the accounting practice prevailing· in partnership forms and other allied aspects.
- On the successful completion of this subject the students acquires the knowledge· about the various types of business organizations and office management.
- To enable the students to learn principles and concepts of Accountancy.
- The students are enabled with the knowledge in the practical applications of accounting.
- The students should be well versed in the fundamental concepts of auditing, entrepreneur, knowledge in the finance institution, project report incentives and subsidies.
- This course aims to provide an in-depth knowledge on the provisions of Income Tax and to familiarize with recent amendments in Income-Tax.
- To keep the students conversant with the ever-enlarging frontiers of Cost Accounting knowledge.
- The student should be able to work efficiently in MS-PowerPoint and Tally.
- This course enables the students with the knowledge about

- the Capital budgeting, Working capital, cash management and financial management techniques.
  - The student acquires the knowledge in the Management Accounting Techniques in business decision making.
  - To understand the nature of human resources and its significance to the organization.

Department of Economics

Programme Outcome

  - A degree in economics provides you with a solid foundation for a carrier in business, government or with the nonprofit organization. In this programme you will study how societies, governments, households and individuals create, use, manage and distribute resources.

Programme Specific Outcome

  - To equip students to succeed in an information rich, technology based society through ICT Literacy
  - To help students understand content faster and better by improvement in teaching learning process
  - To conduct adequate enrichment activities which will expose them to a variety of skilled careers and equip them with the tools and resources they need to build a future.

Course Outcomes

  - Understand the behavior of Indian and world economy.
  - To develop the financial literacy for profitable investment.
  - To make students aware of the issues of inflation, unemployment, poverty, GDP and Balance of payment.
  - It develops the skill to make better decisions in business environment and even in your personal choices.
  - To impart the knowledge of Banking, Marketing and different sections of economy so that students will get job opportunities in different economic, financial, banking, marketing and other sections of economy.
  - Economists are vital in helping, predict and study responses to changes in policy and market changes, which is an important skill in today's changing business environment.
  - Economists also study and help in developing public

policies like health care and educational reforms.

Department of History

Programme Outcome

The Bachelor of Arts in History is a broad- based programme that has specific goals, including: engaging the mind and imagination of those who study history; introducing students to worlds, times, places and cultures including their own in a way that they have never thought before

Programme Specific Outcomes:

- Understand the present existing social, political, religious and economic conditions of the people.
- Analyze relationship between the past and the present is lively presented in the history.
- Develop practical skills helpful in the study and understanding of historical events.
- .Develop interests in the study of history and activities relating to history.
- History installs the feeling of patriotism in the hearts of the pupils.

Course Outcomes

- To create interest towards the cultural and historical background of India.
- To understand the various historical incidents and to help students for preparing competitive examination.
- To help the students to identify and evaluate conflicting interpretations.
- It inspires the students through bravery and courage of our forefather.
- It inculcates critical thinking, reading, writing and research skills among students.

Department of Political Science

ProgrammeOutcomes

- Political science delves into the study of governments, public policies, and political behavior. It is a social science that uses both humanistic perspectives and scientific skills to examine the countries and regions of

the world.

- As a political science student, you will hone the writing, communication, analytical, skills that are fundamental to part of education.
- This kind of education will prepare you to think critically and independently, help you appreciate differing points of view, and broaden your knowledge of current affairs.
- The study of political science serves as excellent preparation for law school and into administrative roles
- The various topics offered in the course will help you gain knowledge about the workings of governments, political parties, public policies, and laws.
- Studying political science grounds students in the importance of political participation their political rights and prepares them to take part in the political life of their communities and the nation

Programme Specific Outcomes:

Political Sciences as 'Master Science' had spawned International Relations, later emerging as an autonomous discipline, Comparative Politics later shifting to Area Studies and Public Administration which again became an autonomous discipline though taking a turn to management and policy studies. This Masters programme provides a broad view of this disciplinary development.

- The programme provides a balanced treatment between the Western and the· Indian political thought and theory.
- The programme provides a balanced treatment to both empirical and normative aspects of the discipline of Political Science. The students get a balanced footing on concepts and methodology as the programme has made Research Methodology and Field Research compulsory.
- The programme draws inputs from allied disciplines and empowers the students with an interdisciplinary focus and understanding. The Programme draws on research thrust areas of the Department like India's state and sub-state politics, public policy, India's foreign policy, women and politics and social movements, to name a few.
- The programme supports problem solving skills, thinking, creativity through assignments, project work, both individual and group based.
- The programme empowers and motivates students for research in Political Science and related fields. Since the Department has its own dedicated library students get

enough opportunity to prepare for competitive examinations.

Course Outcomes

- It understands inspires political philosophy, ideologies and the nature of Indian Constitution.
- Comparative study of international politics and role of women in politics.
- It understands the student's different types of Government and their policies.
- It helps the students to understanding responsibilities and rights of the citizens of a country.
- It helps the students what is happening in the countries around the world, issues the people are facing or new laws are being implemented.
- It understands the structure and working of the state, the separation of power, the judicial and legal system, scheme of welfare and social services.

Department of Geography

Programme Outcome:

Geography mainly concerns changes in spatial attributes in a temporal perspective. The Programme Course in geography is tailored to meet the students' specific educational and professional goals in mind. It focuses on spatial studies, qualitative as well as quantitative, and emphasises on human-environment relationship. During the first year of the programme, the students are trained on advanced concepts of physical and human geography. The third year allows them to concentrate on specific areas of the subject, on which they complete their field reports. After completing the course, the students will be amply prepared for professional careers in geography and allied disciplines like GIS and Remote Sensing.

Programme Specific Outcome:

- Student will gain the knowledge of physical geography. Student will have a general understanding about the geomorphological and geotechnical process and formation. They will be able to correlate the knowledge of physical geography with the human geography.
- They will be able to acquire the knowledge of Human Geography and will correlate it with their practical life.
- Student will be able to analyse the problems of physical as

well as cultural environments of both rural and urban areas. Moreover they will try to find out the possible measures to solve those problems.

- They will be eligible for conducting social survey project which is needed for measuring the status of development of a particular group or section of the society.
- Application of modern instruments: Students will be able to learn the application of various modern instruments and by these they will be able to collect primary data.

Course Outcomes

- It develop the skills including critical thinking, problem solving, reasoning, analysis, interpretations and synthesizing information's and communication literacy, media and internet literacy, data interpretation and analysis and computer programming.
- It imparts the knowledge about different places on earth and how they relate with each other.
- It helps the students to identify and appreciate important events and National and International policies; make better and informed decisions regarding the best use of National resources.
- It helps the students to know about the relationship between human being and the environment and the general process of natural resources.
- It enables the students to understand how population growth and technological advances affect the environment.
- It help the students to gain the understanding of International mattes and multicultural concerns, read maps, interpret local and global information and understand International networks for trade.

Department of Philosophy

Programme Outcome

Pursuing a career in philosophy can help you findemployment as editors, copywriters, advertising managers, art directors, and marketing consultants. Pursuing a career in philosophy lies in its quality of being dynamic yet fundamental to the way life works, making it a popular subject choice amongst young students.

Programme Specific Outcome

- Understanding of the fundamental principles in Philosophy and methods in logical tradition (Indian & Western) and capability of developing ideas based on them.
- Inculcate philosophical/logical reasoning.
- Prepare and encourage students for research studies in Western and Indian Philosophy and other applied fields.
- Provide advanced knowledge on topics in Philosophy, applied philosophy and human values empowering the students to pursue higher degrees at reputed academic institutions.
- Strong foundation on critical thinking and representation of philosophical theories which have strong links and application in day-to-day life particularly practical ethics, tradition, culture, socio-political aspects of philosophy and cognitive sciences.

Course Outcome

- To get an ability to search for the truth through thinking and speculation, about life and reality
- Creates an ability to evaluate arguments and reasoning. Helps the Critical thinking as the process of evaluation to separate truth from falsehood, and reasonable from unreasonable belief itself.
- To introduce with the philosophies of the ancient Greece that influenced much of Western culture
- Gives the basic concept of Symbolic logic of Mathematical logic
- It enables the students to know about thinking of the Western philosophers and their system buildings
- To introduce with the general concepts of Ethics
- Enables the students to know about the philosophical thinking of the great Indian thinkers about the human life and reality.
- After the completion of this paper student will be able to know how we can see the religious viewpoints scientifically.
- To know about social and political aspects of our society

Department of Sanskrit:

Programme Outcome

The programme has enabled UG level students of Sanskrit to be introduced with Indian age-old heritage, accumulating in the last forty centuries, exercising inexpressible impact on the life and culture of the Indians with the explicit aim of inspiring as well

as uplifting qualitatively each and everyone, directly or otherwise concerned with.

Programme Specific Outcome

- Acquire comprehensive knowledge in Sanskrit language and literature.
- Develop the ability to read Sanskrit texts closely, focusing on generic conventions, historical contexts, aesthetic dimensions and linguistic and stylistic variations.
- Acquire the basic language skills of a minimum of three languages including the global language; get sensitized on major contemporary social issues through representative works in these languages; critically respond and effectively articulate the same in writing and speech.
- Conceive the general concepts of philosophical and technical knowledge in Sanskrit.
- Develop communication skill in Sanskrit, English and regional language. Acquire skill in ICT.
- Develop interdisciplinary/multidisciplinary approach of study.
- Familiarize the logic / methods of textual analysis in Sanskrit.
- Explore critically the different branches of ancient Indian wisdom

COURSE OUTCOMES

- To introduce the students with Vedic concept of god partially. It also introduces students with Pratyaksa, a pramana of the Indian NyayaVaisesika Philosophy.
- Making the students acquainted with the work, Raghuvamsa of the Great poet Kalidasa. It also incorporates the famous drama of Bhasa- Svapnavasavadattam with a view to giving knowledge of ancient Indian dramatic system. A part of Sanskrit grammar has also been included to this paper which is supposed to enrich the grammatical base of the students.
- The course has enhanced the inquisitiveness of the students for knowing the historical background of the classical Sanskrit literature.
- It is designed also for making the students familiar to the Varadaraja's simple analysis on Sandhi and Karakabibhakti. Both forming significant portions of the Siddhantakaumudi, a commentarial write-up on Panini's Astadhyayi.
- The course is intended for making the students acquainted

with the two highly adored Mahakavyas namely , the Ramayana and the Mahabharata in order that the impact of the grand teachings of these both might sanctify the taught and believe of upcoming learners of Sanskrit.

- The outcome of this course is to introduce the students with the keynote essentials of the rhetorical work Sahityadarpana of Viswanatha Kaviraja to ensure the better learning outcome in the area of grammar,

- The course is intended for imparting knowledge as to philological speculation expected to increase the level of students' outlook on Sanskrit linguistics. It is also intended for acquiring knowledge about the concept of sentence in Mimamsa philosophy.

Department of Bengali

Programme Outcome:

The prospective outcome of this Course is to introduce the students to the vast plethora of cultural and anthropological domain through prose, poetry and novels in Bengali Literature. It has a structured curriculum targeted to foster academic and applied analytical skills. The curriculum integrates basic tenants of journalism, report writing, interviewing skills, and copy-writing for advertisement, content editing, proof reading and translation. The idea is to provide the students with the required hands-on training. Bengali, being the 4th most spoken language in the world presents ample professional opportunity. The aspirant can get jobs in print media, translation work, proof reading etc. Moreover, being one of the Modern Indian Languages, it also furnishes scope for the aspirants as faculties of Bengali language and linguistics, not only in Indian but also foreign universities as well. Furthermore, Bengali language also significantly contributes to ethnographic diversity of not only India but the World as a whole.

Programme Specific Outcome:

Develop a strong concept of linguistics and basic Bengali grammar, history of old, medieval and modern Bengali literature. The students should possess the fundamental knowledge of Bengali Prosody, Rhetoric, Deferent literary theory, loike Tragedy, Comedy, Romanticism, Classisigm, Epic, Ode, Ballad etc. Old Indian KABBWATATTWA, Charyapada, Baishanab Padabali, Ramayan, Mangal Kavya, Bhagbat, Mahabharata, Shakta Padaboli and Annadamangal, Chandimongal etc.. Students are enabled to transfer

and apply the acquired concepts and principles to study different branches of Bengali literature that is fiction, short story, essay and poetry. Understand the principles and application of classification of Drama, Novels, and Poetry. Develop a conception of aesthetic sense and understand the interdisciplinary approach

Course Outcome:

- To make students interested in Bengali Society, culture, literature and history of the Bengali people.
- To create a sense of history and historical analysis about Literature among the students.
- To make students aware about basic textual nuances of Medieval and Modern Bengali Literature.
- To help students acquire a sound foundation in the knowledge interested in Socio-economic and cultural history of medieval period of Bengal.
- To make students aware about Vaishnava and Shakta Religion and Philosophy and religious literature and social values of these times and Middle Bengali literature as such, in a socio-cultural perspective
- This course helps in learning about the evolution of literature in other Indian languages that have had a profound influence on the socio-cultural formations in India since early times and have also enriched Bengali language and literature
- To make students aware about the importance of Rhetoric and Prosody while studying poetry.
- To give practical lesions of Rhetoric and Prosody to students
- Knowledge of different forms of drama, satire or theatre with its social background with special emphasis on contemporary political culture. Concept and impact of Proscenium theatre, folk opera, street theatre, farce and satirical dramas on women's education, practice of Sati, widow remarriage, the prevalent social traditions and customs and their imposition on the liberal individual
- Reading of transformation of imagery and development of other aesthetic trends and novel notations from a colonial perspective of renaissance.
- To make students aware about Indian idea of Rhetoric and Prosody, practical learning and importance of Rhetoric and Prosody while studying poetry.
- To give them a thorough insight into the middle Bengali Language and literary culture, theories of rhetoric and prosody and analytical concept

Department of Physics

Programme Outcome

Physics isthe natural science that studies matter, its fundamental constituents, its motion and behavior through space and time, and the related entities of energy and force. Physics is one of the most fundamental scientific disciplines, and its main goal is to understand how the universe behaves.

- Physics deals with a wide variety of systems, certain theories are used by all physicists. Each of these theories were experimentally tested numerous times and found to be an adequate approximation of nature.
- Physics uses mathematics to organize and formulate experimental results and from which new predictions can be made.
- The results from physics experiments are numerical measurements. Technologies based on mathematics, made computational physics as active area of research.

Programme Specific Outcome

- The theory of classical mechanics accurately describes the motion of objects, provided they are much larger than atoms and moving at much less than the speed of light.
- To provide the detail study of atom and the behavior of atom in various states.

Course Outcomes

- The students will demonstrate a scientific knowledge of the core physics principles in Mechanics, Electromagnetism, Modern Physics and Optics
- The student will determine the appropriate level of technology for use in experimental design and implementation, analysis of experimental data and numerical and mathematical methods in problem solutions
- The students will demonstrate a purposeful knowledge of scientific literature and ethical issues related to physics
- The students will effectively communicate their knowledge of physics from basic concepts to specific detailed presentations through a variety of oral, written and computational modalities
- To acquire the basic knowledge of mechanics, properties of matter and gravitation

- ○ Learn motion of bodies and sound waves, Electric and Magnetic Properties of Matter and Thermal Physics, Digital System and Application
- ○ To inspire interest for the knowledge of concepts in physical and geometrical physics

Department of Chemistry

Programme Outcome

Students will demonstrate an understanding of major concepts in all disciplines of Chemistry. Students will employ critical thinking and the scientific method to design, carryout, record and analyze the results of chemical experiments and get an awareness of the impact of chemistry on the environment, society and cultures outside the specific community.

Programme Specific Outcome

- ○ The ability to explain chemical nomenclature, structure, reactivity and function in their specific field of chemistry
- ○ The design and execution of the experiment should demonstrate an understanding of good laboratory and the proper handling of chemical waste streams and also explain how the applications of Chemistry relates to the real world

Course Outcomes

- ○ Students will gain an understanding of methods of analysis related to chemical analysis goals such as detection of special elements, functional group, derivatives, titration, gravitational method, potentiometry, PH metry, detection various physical and chemical data etc.
- ○ After completing this course, students must have a basic knowledge of Organic Chemistry, Inorganic Chemistry and Physical Chemistry.
- ○ Students will learn about Green Chemistry, Fuel Chemistry, Industrial and Analytical Chemistry.
- ○ To enable the students to learn about classification of polymers- methods of preparation of polymers, different types of polymerization, molecular weight of polymers. Students to learn about electro chemistry.

Department of Mathematics

Programme Outcome

Formulate and develop mathematical arguments in a logical manner. Also when there is a need for information, the student will be able to identify, locate, evaluate, and effectively use that information for handling issues or solving problems at hand. Acquire good knowledge and understanding in advanced areas of mathematics and its applications.

Programme Specific Outcome

Will be able to apply critical thinking skills to solve problems that can be modeled mathematically, to critically interpret numerical and graphical data, to read and construct mathematical arguments and proofs, to use computer technology appropriately to solve problems and to promote understanding, to apply mathematical knowledge to a career related to mathematical sciences thus cultivating a proper attitude for higher learning in mathematics.

Course Outcomes

- Demonstrate basic manipulative skills in algebra, geometry, trigonometry and beginning calculus.
- Apply the underlying unifying structures of mathematics and the relationships among them.
- Demonstrate proficiency in writing proofs.
- Investigate and apply mathematics problems and solutions in a variety of contexts related to science, technology, business and industry and illustrate these solutions using symbolic, numeric or graphical methods.
- Students can understand the foundation of Mathematics. They are able to perform basic computation in higher Mathematics.
- Students are able to develop problem solving skills
- They are able to communicate Mathematical ideas with others.
- They can enhance the quality of analysis and research in different mathematical fields.
- Operations research can develop the management quality in different industries and factories.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	http://www.mtbcollege.ac.in/criteria-2-6-1-2020-21-programme-outcome.html
Upload COs for all courses (exemplars from Glossary)	[View File](#)

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

We don't have any mechanism to evaluate it.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	[NA](#)

2.6.3 - Pass percentage of Students during the year

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

1200

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	[NA](#)

2.7 - Student Satisfaction Survey

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

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

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

8.25

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://www.serb.gov.in/home.php

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

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

5

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

8

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

2

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

The college organizes a number of extension activities to promote institute-neighborhood community to sensitize the students

towards community needs. The students of our college actively participate in social service activities leading to their overall development. The college runs effectively National Service Scheme and National Cadet Corps Units. Through these units, the college undertakes various extension activities in the neighborhood community. Several activities were carried out by NSS volunteers addressing social issues which include cleanliness, tree plantation, environmental awareness, helping with food and medicine during corona pandemic. The NCC unit of the college comes under 4/13-Bengal Unit. It aims at developing qualities of leadership, patriotism, maintaining discipline, character building, spirit of adventure and the ideal of self service. The NCC unit of the college organizes various extension activities as tree plantation, Swachhta Abhiyan, Kargil days. Other than NSS and NCC units, the Alumni Association of the college is conscious about its responsibilities for shaping students into responsible citizens of the country by making students aware of social issues through various programmes like Environmental Awareness, Tree Plantation, Blood group detection , Blood donation camps etc. All these mentioned activities have positive impact on the students and it developed student community relationship, leadership skill and self confidence of students. It also helped in cultivating hidden personality of students and created awareness among students

File Description	Documents
Paste link for additional information	[NA](NA)
Upload any additional information	View File

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

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

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

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

1

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

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

1

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

3

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

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

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has twenty-eight (35) fully functional Class Rooms. The mode of teaching is both conventional Chalk & Talk method along with Digital mode.

Digital Class Rooms and ICT enabled class Rooms

One gallery room (seminar hall) with a capacity of 200 students is fully equipped with short throw digital projectors, surround speakers and cordless microphones. Two smart classrooms with projector, desktop computer with Wi-Fi facility.

Library facilities:

The Central library has been renovated. INFLIBNET facility is available for students and teachers. Computer and internet facility is available inside the library.

Computing equipment and internet facilities:

Few departments are equipped with desktops with Internet connectivity. Few teachers are provided with laptop facilities.

Other Facilities:

A photocopying facility for students and teachers is also available within the campus at library and office for quick and easy access.

Laboratory Facilities:

The science departments (Physics, Chemistry, Mathematics) of the college have well equipped laboratories along with computer and internet facilities.

Infrastructure of computer laboratory:

The college has computer training centre equipped with 28 computers and internet connectivity and the training is going in collaboration of ICA.

Other supporting facilities

Our college has 20.0 KVA generators for uninterrupted power supply during electrical failure.
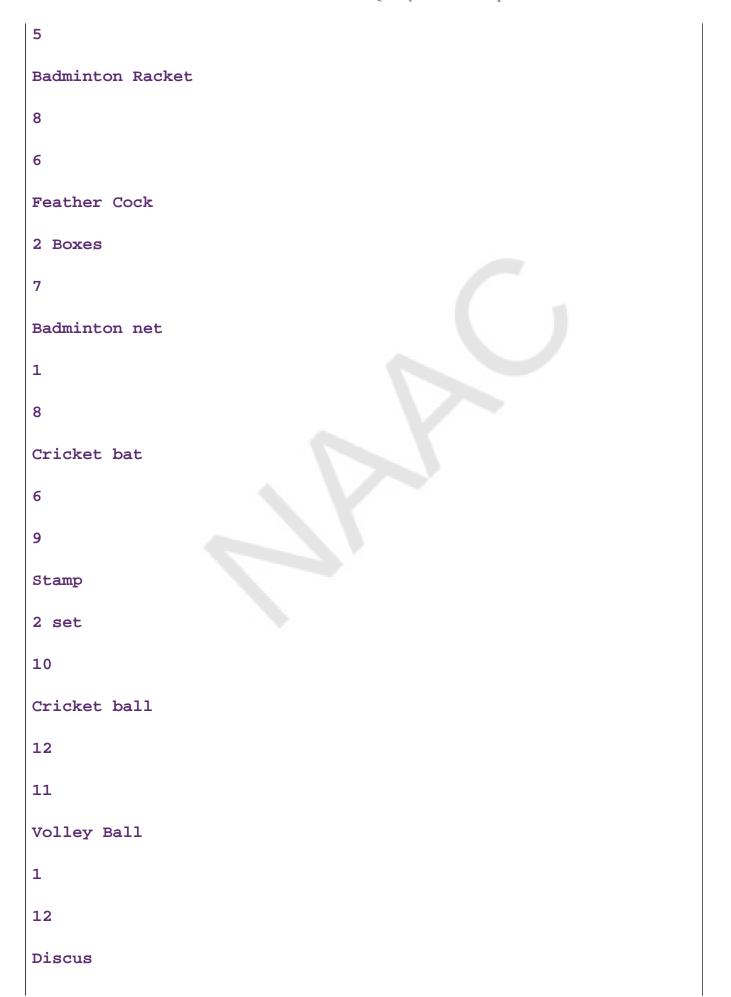
File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

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

College has a set up for sports, games inside the campus and outdoor sports are regularly done in the college play grounds. We arrange swimming competition in our college pond. Students regularly participate in inter college sports activities through-out the year under the supervision of sports teacher.

Sl No.

Particulars

Quantity (Piece)

1

Yoga Mat

6

2.

Carrom Board

4

3

Wooden Chess Board

1

4

Foot Ball

2

5

Badminton Racket

8

6

Feather Cock

2 Boxes

7

Badminton net

1

8

Cricket bat

6

9

Stamp

2 set

10

Cricket ball

12

11

Volley Ball

1

12

Discus

1

13

Shot put

1

14

Javelin

1

Art and Culture unit:

There is a positive environment of Art and Culture in the college. Annual cultural program and annual competition, College Foundation Day, Rabindra Jayanti, World environmental Day , International Women's Day and many others are celebrated with cultural activities.

Musical Instruments : 1) Harmonium 2) Tabla3) Home theatre/speaker

Fire Safety Unit:

The college is installed with adequate fire safety devices, especially in the Laboratories which is high risk area.

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

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

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

0

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The college has central library building. Library has a huge collection of Text books, Reference books and others books.The reading room is well furnished to accommodate 30 students at a time and provides conductive environment for study. A visitor record is maintained for students and faculty members, New Arrivals of books and journals are displayed on rack. The library has under closed circuit television (CCTV) surveillance Cameras.

The library has developed the database of its own collection through the library softwarenamed ATHENOS 2.0. Library is fully computerized with barcode-based issue-and return process.

The library is a member of N-list consortia of information

library network (INFLIBNET) under this consortia library provides more than 3135000+ e-books and 6000+ ejournals to students and faculty member.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	http://www.mtbcollege.ac.in/our-library.html

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

C. Any 2 of the above

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

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

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

0.059

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

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

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

0

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The IT facilities are available in our institution. We have "IT Management Committee" to manage the issue related to hardware and software in the campus. The college provides computer facilities to the students of Math and Physics Department to learn experimentally.

The IT facilities that are available in supporting academic and non-academic activities include:

1. Desktop computers in office, teacher common room, IQAC chamber and in some departments 2. Wi-Fi Internet throughout the campus. 3. Most of the computer systems are connected to Uninterrupted Power Supply. 4. 60 mbps WIFI speed facilities. 5. We have Add on courses on computer skill development 6. Xerox machine and student ID card printer are available.

ITES NEW/UPGRADATION of INFRASTRUCTURE (INTERNET/COMPUTER/UPS/PROJECTORS):

Departments have to identify the requirements for new or up gradation of existing infrastructures like INTERNET, Computers, projectors, UPS, etc. according to the lab requirements provided by the affiliating university. Heads of Departments will submit the requirements to the Principal & Management for approval. After getting approval, quotes will be collected from 3-5 vendors for the new purchase or upgradation of existing infrastructure. Comparative statement of the price quotes will be submitted to Principal & Management for approval to proceed with the purchase.

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

4.3.2 - Number of Computers

52

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

49

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

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.

Maintenance of the laboratory:

The laboratory equipments and the necessary chemicals are purchased by the office of the principal and purchase committee.

Maintenance of the sport facilities:

Sports Committee takes the responsibilities of the maintenances of the sport facilities..

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.

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.

Student support and welfare:

In the college campus, there is a good environment for the benefit and welfare of the students.

The college is affiliated to Coochbehar Panchanan Barma University, Coochbehar. The college has an elaborate academic support mechanism.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://mtbcollege.ac.in/procedures-and-policies.html

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1160

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

C. 2 of the above

File Description	Documents
Link to institutional website	http://www.mtbcollege.ac.in/iqac.html
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

115

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

6

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

0

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

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 2020-21 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.

File Description	Documents
Paste link for additional information	[NA](#)
Upload any additional information	[View File](#)

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

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

0

File Description	Documents
Report of the event	[View File](#)
Upload any additional information	[View File](#)
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

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

MATHABHABHANGA COLLEGE ALUMNI ASSOCIATION (MCAA) was establish on 22th February 2004. It was registered under the West Bengal Society Registration Act, 1961. Registration S/IL No. 46441,

dated 20.07.07

World Environment Day is the opportunity for everyone to realize the responsibility to care for the Earth and to become agents of change. World Environment Day is celebrated each year on 5th June. Mathabhanga College Alumni Association every year celebrates World Environment Day with great pomp and fervor in support to the environment with planting of saplings, in the College premises. In lieu of this, students were inspired and motivated to plant more trees in and around their own surroundings contributing to a healthier and cleaner society which in turn will make a greener Earth.

Association generally arranged Kriti Sambardhana, Legal Awareness Programme, and Yoga Camp etc but due to corona pandemic as most of the time college remain closed no such arrangement taken place. Financial contribution in this year is very less also.

File Description	Documents
Paste link for additional information	http://www.mtbcollege.ac.in/alumni-activities.html
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) | E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Mathabhanga College, was established in the year 1969 affiliated to University of North Bengal to cater to the needs of young minds of the society. The college started as an Arts college and later Science and Commerce were added in the institution. In 2015, with the establishment of Coochbehar Panchanan Barma University the college became affiliated to the University and strictly adheres to the norms and procedures prescribed by the

university. The vision of the college is to provide affordable quality education, while inculcating values and knowledge and skills. The institute strives to provide opportunities for students to realize their full potential and to hone their talents and skills and to shape them for a better future.

The mission of the college is to

Impart qualitative education through value based holistic teaching and learning by incorporating both traditional and innovative practices.

Create a platform for students for exploring their creative potential and nurturing the spirit of leadership and critical thinking.

To inculcate values of discipline, hard work, team-spirit and responsibility .

Provide inclusive education by making it accessible to all sections of society.

To maintain and promote quality, transparency, compliance and sustainability in governance

File Description	Documents
Paste link for additional information	[NA](NA)
Upload any additional information	View File

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

Ever since the inception of the college, administration is carried effectively through a decentralized mechanism. Institution focuses on decentralization by providing equal opportunity to participate and to contribute in the functioning of the Institution. The college is run by the principal who is the administrative head aided by the College Governing body which takes care of financial management and the implementation of facilities and policies for the institution. The

The following cells and committees are operational in the institution to implement various activities which are part of the strategic plan.

- IQAC
- Teachers council
- Library Management Committee,
- U.G.C. Affairs Committee
- College Annual Magazine Committee
- Alumni Committee
- Students Grievance Redressal Committee
- Purchasing and Building Maintenance Committee
- Sports Committee
- Admission Committee
- Research Committee
- Sexual Harassment Prevention & Women's Grievance Redressal Committee
- Anti-Ragging Committee
- Cultural Events Committee
- Finance Committee
- NSS Unit
- NCC Unit

Functional autonomy is granted to all departments and committees in the college. Thus, a participative culture is evolved in the institution.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Curriculum is developed by the affiliating University. The members of Staff on various boards send suggestions for improvement. We ensure a perfect blend of classroom teaching & ICT enabled teaching, we follow University examination scheme of 80:20 wherein 80 % weightage is given to end semester exam & 20 % weightage is given to internal test, 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, library is regularly updated and upgraded by adding new Text books, reference books, Research journals, magazines, news papers, e-Journals & E-books. 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 college authority for smooth running of all the activities takes care for optimum and efficient use of existing human resources, the College ensures publicity and transparency in admission process by the various ways. The entire process of admission is through online.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	NA
Upload any additional information	View File

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

The governance structure of the institution ensures that the leading educationists participate in sustaining the institutional ideas, tradition and maintain viability. The action plan of the institute in alignment with its vision and mission is ensured via definite organization framework, prospective planning, and dynamic leadership and decentralized administration. The principal (we have Teacher in Charge in place of Principal) as head of the institution carries out academic administration and management through well established statutory/non-statutory bodies. In accordance with the rules of the institution, the following organizational structure and decision-making processes are in place for enhancing the overall effectiveness.

The institution governance is managed through various administrative bodies:

Administrator, Teacher Council, Finance Committee and Purchase Committee, Internal Quality Assurance Cell (IQAC), Internal Complaint Cell, Anti Ragging Cell, Grievance and Redressal Cell,

SC-ST Cell, Minority Cell, OBC Cell, Student Council helps the institute to work for student's welfare.

Alumni Association also did various types of programme for institution welfare.

NSS, NCC wings of Mathabhanga College also works for students and social welfare

File Description	Documents
Paste link for additional information	http://www.mtbcollege.ac.in/iqac.html
Link to Organogram of the Institution webpage	http://www.mtbcollege.ac.in/administrators.html
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

1.EMPLOYEES CREDIT COOPERATIVE CREDIT SOCIETY LTD. COVERING PERMANENT TEACHERS. (Loan Facilities)

2.EMPLOYEES CREDIT COOPERATIVE CREDIT SOCIETY LTD. COVERING PERMANENT NON TEACHING EMPLOYEE(Loan Facilities)

3.Non-teaching staff can avail interest free festival advance up-to Rs 25,000 repayable in 10 months

4. Teaching Staff can avail interest free festival advance up-to Rs 30000 repayable in 10 months

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

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

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

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

0

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

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

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

0

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

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

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

7

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The Performance Appraisal System of teaching staff is under the rules of UGC & Higher education. At the ending of every year, all teachers fill a Comprehensive Self Assessment. Teachers maintain the records of teaching, examinations, college work, Research and

Project to calculate their API score.

Appraisal for teaching staff is based on the Performance Based Appraisal Scheme (PBAS) proforma submitted by faculty seeking for promotion. The PBAS proforma details individual teachers' teaching-learning and evaluation related activities; research and academic contributions; administrative support and contribution in extra- and co-curricular activities as had been detailed in UGC guidelines.

There are no such methodologies for promotion of Non-teaching staff.

Teacher and non-teaching staff gets 3% enhancement of their basic salary every year at the end of July as per West Bengal Government rule

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

6.4 - Financial Management and Resource Mobilization

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

The 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.

All observations/objections of EA are communicated through their report. These objections are examined by Teacher in Charge, Accountant, Bursar and Governing Body/Administrator College. Draft report is submitted to Higher Authority, (if necessary) for finalizing compliance report of the Institute

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

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

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

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

Institute maintains & follows a well-planned process for the mobilization of funds and resource. The process involves various committees of the institute as well as the Department Heads and Accounts office. Institute has designed some specific rules as mentioned below:

- Mobilization of Funds, the student Tuition fee is the major source of income for the institute
- College received some funds from MLA and MP welfare funds occasionally
- Various government agencies sponsor events like seminars and workshops. Due to shortage of funding and Corona Pandemic Webinar are arranged instead of Seminar and the Delegates are requested to give lecture without taking any charges.

Utilization of Funds: A finance committee has been constituted to monitor the optimum utilization of funds for various recurring and non-recurring expenses. The purchase committee seeks

quotations from vendors for the purchase of equipment, computers, books, etc.

Resource Mobilization Policy and Procedure: Before the financial year begins, Teacher in Charge and Accountant prepare approximate expenditure of the college and available funds

Optimal utilization of resources: The faculty, who exhibit initiative and receive substantial grants for R&D works or for strengthening the infrastructure in the institute would be encouraged and will receive special commendation

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

6.5 - Internal Quality Assurance System

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

The IQAC Cell of the college works towards improving and maintaining the quality of education, identifying and suggesting new ways of using teaching aids, developing suitable infrastructure, and offering suggestions for the new add-on courses. IQAC is an effective and efficient internal coordinating and monitoring mechanism. The IQAC plays a vital role in maintaining and enhancing the quality of the institution and suggests quality enhancement measures to be adopted. The IQAC meets four times in a years to plan, direct, implement and evaluate the teaching, development, and publication activities in the College. The sub-committees dealing with various activities and departments implement the IQAC guidelines and report the feedback. The IQAC strives to spread quality culture through quality enhancement initiatives and best practices. Significant improvements in quality have been made by institutionalizing the following IQAC initiatives:

- IQAC monitored smooth functioning of all the online teaching learning and the examination process during Covid period when the offline classroom teaching facilities were closed

- IQAC take initiatives for career counseling programme in the pandemic situation
- IQAC encouraged NSS and NCC units to extend their voluntary services to help the local people during Covid period
- IQAC monitored the transparency of Academic and Administrative work.

File Description	Documents
Paste link for additional information	http://www.mtbcollege.ac.in/iqac.html
Upload any additional information	View File

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

Use and enrichment of ICT infrastructure: The use of ICT tools has become an integral part in teaching -learning process. IQAC always encouraged teachers to utilize these tools in academic and laboratories. IQAC prepares the plan to include the use and enrichment of ICT infrastructure expecting from each departments. The IQAC has advised the administration to enrich ICT infrastructure by purchasing advanced ICT tools, broadband internet Wi-Fi facility. Periodically IQAC has informed teachers and non- teaching staff how to use ICT. The educational use of social media has also been utilized to establish communication with the students and peers. In teaching and learning, the feedback system is implemented to take the review of reliability and uses of ICT facilities.

Students Welfare: The IQAC coordinator assesses the documents related to the following: preparation of academic calendar; submission of teaching plan, regular arrangement of Internal examination, helps examination committee for smooth conduction of end semester examination, arranging skill development programme for students, seminar and webinar for students to increase their knowledge, helps sports committee for arranging different sports activity in college, helps ICC, anti ragging committee, grievance and redressal cell to tackle with issue related to student harassment.

File Description	Documents
Paste link for additional information	<u>NA</u>
Upload any additional information	<u>View File</u>

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<u>NA</u>
Upload e-copies of the accreditations and certifications	<u>View File</u>
Upload any additional information	<u>View File</u>
Upload details of Quality assurance initiatives of the institution (Data Template)	<u>View File</u>

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Due to corona pandemic the college remains closed physically during the years. IQAC coordinator of Mathabhanga College, Smt. Aparna Biswas, Associate Professor, and Department of Economics encourages all the women faculties of the college to take part in women oriented webinar and she herself engaged into different activities during the period for the welfare of women.

To commemorate Ishwar Chandra Vidyasagar on the occasion of his 200th birth anniversary, Department of Sociology and Department of Sanskrit organized a webinar on 26th September 2020. Smt.

Aparna Biswas, Associate Professor, Department of Economics briefly spoke about the role Vidyasagar on the women education reform.

Detail Reports: http://www.mtbcollege.ac.in/iqac.html

Our College successfully implemented the west Bengal Government dream project "West Bengal Government Credit Card Scheme. Smt. Aparna Biswas was the coordinator to implement the scheme for the Mathabhanga College. Number of women students gets benefited by the above scheme.

Kanyashree is an initiative taken by the Government of West Bengal to improve the life and the status of the girls by helping economically backward families. 69 women students from our college get the facilities to avail the fellowship.

File Description	Documents
Annual gender sensitization action plan	NA
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.mtbcollege.ac.in/specific-facilities-for-women.html

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste

management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management: For solid waste management different bins have been placed at different departments. This ensures that solid waste segregated at the source. Solid wastes are disposed at the concrete made disposal placed just behind the E-block campus of the college.

Liquid Waste Management: The waste water is carried out through the pipeline. This system is made by the Public Welfare Department of the state government.

Biomedical Waste Management- There is no biomedical waste management system in the college.

E-waste Management- There is no e-waste management system in the college.

Waste recycling system- There is no system of Waste recycling in the college. However, there is rain water harvesting system in the college.

The e-medical Waste Management- There is no e-medical waste management system in the college. Hazardous chemicals and radioactive waste management- There is no Hazardous chemicals and radioactive waste management system in the college.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	[NA](#)
Any other relevant information	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File]()
Any other relevant information	[View File]()

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants	**B. Any 3 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File]()
Any other relevant documents	[View File]()

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**E. None of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File]()
Certification by the auditing agency	[View File]()
Certificates of the awards received	[View File]()
Any other relevant information	[View File]()

7.1.7 - The Institution has disabled-friendly,	**E. None of the above**

barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

The institution believes in equality of all cultures and traditions as is evident from the fact that students belonging to different caste, religion, regions are studying without any discrimination. Though the institution has diverse socio-cultural background and different linguistic, we do not have any intolerance towards cultural, regional, linguistic, communal socio economic and other diversities. With great fervor the national festivals, birth anniversaries and memorials of great Indian personalities like Swami Vivekananda, Pandit Ishwar Chandra Vidyasagar, Manishi Thakur Panchanan Barma. The institution organizes two days Cultural festival every year. NSS and NCC Units of our college participate in various programmes related to social issues organized by colleges.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

College organizes various programs from time to time for the promotion of Constitutional values, rights, duties, and responsibilities of citizens. The College designs various activities to create awareness about the national identity and symbols. Moreover, these are aimed to familiarize its stakeholders about Fundamental Duties and Rights.

Mathabhanga College celebrates Independence Day on the 15thof August every year in campuses. Different cultural programs and events are performed which aim at highlighting the constitutional spirit of liberty equality justice and fraternity.

Every year on 26thJanuary, college celebrates Republic Day to honour the date on which the constitution of India came into effect. This day highlights the importance of constitution. College also celebrates Voters Day to bring awareness among the general masses about the importance of the vote. Besides, Mathabhanga College organized a Legal awareness programme to sensitize the stakeholders about its importance.

Mathabhanga College organizes several programs that are aimed at the promotion of various constitutional rights, duties, and responsibilities of citizens. College organizes Blood Donation Camp, Women Day, World Environment Day, Swachch Bharat Cleanliness Drive. Mathabhanga College facilitates Student Union's Election as per the direction of West Bengal Government order. Teaching and Non-teaching staff participated in the voter duty regularly.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Institution celebrates/ organizes national and international commemorative days, events and festivals. National festivals play an important role in planting seed of Nationalism and Patriotism among people of India. Our institution celebrates these events with great enthusiasm to commemorate the ideology of nationalism and to pay tribute to our great National Leaders. The Faculty, Staff and Students of the institution all come together under one umbrella to celebrate these occasions and spread the message of Unity, Peace, Love and Happiness throughout.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<u>View File</u>
Geo tagged photographs of some of the events	<u>View File</u>
Any other relevant information	<u>View File</u>

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practices I

Title of The practice:

Cope with Online Learning

The Practice

After several hours of discussion in the Teacher council meeting and IQAC meeting we have opted the following methods:

- **We have created separate what's app group for every subject both for Honours and programme courses. The problems of the students were addressed through these groups or on more involved cases through personal communication over phone.**
- **Classes were taken on Google Meet, Zoom, Teachmeant app, Skype and sometime via what's app video chat. Assignments were given and exams were taken on these platforms.**
- **Because of the difficulty in taking long hours of consecutive classes, the teachers took classes even on holidays to meet the necessity to cover the syllabus.**

Best Practices II

Title of the Practice:

Tackling the blended mode of university examination

The Practice

After phonic conversation with several senior teachers the

Teacher in Charge of Mathabhanga College has decided to make several video clarifying all the process of blended mode of exam and also the process of collecting blank answer script and submitting the answer script after the examination. Teacher in charge council also decided to apply strict safety Covid protocol.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	[View File](#)

7.3 - Institutional Distinctiveness

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

Title of the practice: Excellence in online learning-teaching, examination, career development.

Learning and Examination Purpose:

In this situation Mathabhanga College adopted several measures to tackle the virtual world:

- **A teacher uses LMS developed by Right Brain Technology for uploading notes and video lecture etc. Students easily download it for their purpose. https://mtbc.in/lms/**
- **Teacher in Charge of Mathabhanga College create several video clarifying all the process of blended mode of exam and also the process of collecting blank answer script and submitting the answer script after the examination. http://www.mtbcollege.ac.in/best-practices-iqac.html**

Skill Development Purpose: We have arranged two webinar on online platform for skill development of students.

http://www.mtbcollege.ac.in/iqac.html

National and International Webinar: IQAC Mathabhanga in collaboration with Department of Chemistry and Department of English had arrange two international webinar and one National Webinar with Department of Sociology and Sanskrit on online platform successfully.

http://www.mtbcollege.ac.in/iqac.html

Career development programme for Teachers: At least seven teacher from our college successfully completed UGC approved courses like Refresher Courses, Faculty Induction Programme, Short time Faculty Development courses.

http://www.mtbcollege.ac.in/iqac.html

Adoption of online methodology by Non-Teaching Staff: Non-teaching staff of college successfully adopted the online methodology for online admission, online registration, online examination from fill-up etc.

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

7.3.2 - Plan of action for the next academic year

- Online Library Management System having following operational feature:

Student Library Card Generation, Fine Settings for Categories of Members, Items Records Management (Books/Magazine), Book Purchase / Donate, Import & Export of Books & Members Data with Excel Format, Books Issue/Return/Reissue, Full Tracking Details of Book's Issued, Full Tracking Details of Book's Returned/Reissue, Items Status (Reserved/Damaged/Lost/Available), Fine Balance Of Students, Items Issue And Return History, Book Issue And Return Tracking, Stock Verification, Bar-Code Printing & Reading Facility for Books, Database Backup And Restore System

- Purchasing of Android based App
- Encouraging faculty members to prepare academic calendar and teaching plans for the academic years
- Organize seminars, webinar, special lectures, conferences
- Beautification of office room and shifting to new building
- Installing solar panel
- Auditorium with modern facility
- Wifi facility within the college

- **Initiative to purchase more computer**
- **Shifting of NCC office to new building and induction of NCC as a subject in the UG syllabus**
- **Beautification of College Pond**
- **Initiative to introduce Netaji Subhash Open University as distance education courses.**
- **Organize women centric programme.**