



## **YEARLY STATUS REPORT - 2021-2022**

### **Part A**

#### **Data of the Institution**

##### **1.Name of the Institution**

**Mathabhaga 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. **9093319356**
- Mobile No: **9474963981**
- Registered e-mail **mtbcollege1969@gmail.com**
- Alternate e-mail **mtbnaac2021@gmail.com**
- Address **Vill.+P.O.- Pachagarh, P.S.- Mathabhanga**
- City/Town **Coochbehar**
- State/UT **West Bengal**
- Pin Code **736146**

##### **2.Institutional status**

- Affiliated / Constitution Colleges
- Type of Institution **Co-education**
- Location **Rural**

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **Coochbehar Panchanan Barman 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))** <https://www.mtbcollge.ac.in/aqar.html>

**4. Whether Academic Calendar prepared during the year?** **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: <https://www.mtbcollge.ac.in/academic-calendar.html>

### 5. Accreditation Details

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

**6. Date of Establishment of IQAC** **15/03/2013**

**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
<b>INSTITUTIONAL</b>	<b>NCC works</b>	<b>13 BENGAL BN NCC</b>	<b>2021-22</b>	<b>2375</b>

**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**      **6**

- 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)**

1. Library is fully automated with a software named koha. 2. IQAC organized 3 days workshop on "Use of ICT for teaching learning and administration of college". 3. Introduces an ADD-ON course on "Communicative english, Cloud fundamentals, Internet and multimedia, mobile app, logical reasoning. 4. Free wifi zone is created for the students. 5. Android based mobile app is introduced to provide easy access of LMS and others necessary informations for the students.

**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
Shifting and renovation of office in new building in college premises	A planning for the office in new building has been prepared and fund has been sanctioned for this purpose.
To organise workshops for the skill development of teaching and non teaching staff.	A three days (4.10.2021 to 06.10.2021)workshop on
To work for caring mental and physical health of teaching, non teaching staff and students	A three days Yoga camp( for students),A yoga camp for stress relief for teaching and non teaching staff,awareness camp on mental health (27.05.2022)have been organised
To organise program for career counselling and also for the skill development of the students.	Four programs have been arranged for carrer guidance on 12.04.2022,02.01.2022,11.10.2021 and 28.09.2021
To introduce OPAC system for library revamp.	Towards full automation of library system KOHA software has been purchased.
To introduce an android based app to make all information easily accessible to the students	Android based App has been introduced
To make college campus free wi-fi zone.	Facility of free wi fi zone has been provided
Initiatives will be taken to reduce the consumption of non renewable energy	Solar panel has been installed
construction of a seminar Hall.	Fund have been sanctioned for construction of seminar hall
Construction of medicinal plant garden.	Medicinal plant garden has been constructed.
Construction of more ICT enabled class room.	IQAC proposed to the higher authority to purchase projector for each department
Arrangement of motorcycle and Bi-	Fund have been sanctioned for

cycle parking Zone.	constructin of parking place
Introduction of add on courses for skill development of the students.	An add on course on communicative english ,soft skill development
Initiatives will be taken for promotion (under CAS) of the teachers on time.	10 teachers have been promoted under CAS .
To encourage all the teachers to organise seminars ,special lecture, worksop ect. and to publish research paper in UGC care listed journals	Three departmental seminar (on 05.03.2022,06.01.2022 and 05.09.2022) and three special lecture (on 03.07,2021,17.07.2021 and 12.12.2021) have been organised by several department.

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

- Name of the statutory body

Name	Date of meeting(s)
Teacher's council	24/11/2022

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

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2019-20	16/02/2022				
<b>15. Multidisciplinary / interdisciplinary</b>					
<p>Mathabhanga College is an affiliated college to Coochbehar Panchanan Barma University which is a state University, it has to follow a road map or guidelines prepared and provided by the State Government. Nothing has been happened in this regard till date. When University prepares or provides a curriculum to implement the multidisciplinary / interdisciplinary structure of New Education Policy the Mathabhanga College will abide by it. However, Mathabhanga College has avail an opportunity within the campus to implement Multidisciplinary / interdisciplinary courses. In addition to Arts and Commerce and Science discipline, the Mathabhanga College provides some add-on courses also. In spite of this, it is difficult to specify multidisciplinary/ interdisciplinary preparedness at this juncture by Mathabhanga College.</p>					
<b>16. Academic bank of credits (ABC):</b>					
<p>Provisions of Academic bank of Credit proposed in the draft of NEP to facilitate multiple entries and exit points in their academic programs. This is an innovative idea to earn and deposit credit through National schemes like SWAYAM, NPTEL, V-Lab. It shall be also considered for credit transfer and accumulation in this provision. By these students will able to earn credits and get the program completed. Mathabhanga College shall abide by the curriculum and structure prepared by the affiliating university in this regard.</p>					
<b>17. Skill development:</b>					

As mentioned earlier MTBC is an affiliated college and doesn't enjoy preparing and implementing its own curriculum. It has to follow the designed curriculum provided by the CBPBU. So far skill development is concerned, MTBC can offer skill development courses in computer based application, fishery based technology etc. subject to the affiliation of the CBPBU. In addition to this, the MTBC will implement guidelines or structures provided by the affiliating university.

**18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

The preservation and promotion of India's cultural wealth must be considered a high priority for the country, as it is truly important for the nation's identity as well as for its Economy. In this regard appropriate integration of the Indian Knowledge system particularly teaching in Indian languages is important. Language, of course, is inextricably linked to Arts and culture. Languages influence the way people of a given culture speak with others, including with family members, authority and strangers, and also influence the tone of the conversation. In order to preserve and promote culture, one must preserve and promote a culture's languages. The MTBC has been offering all programmes in the regional language Bengali which is one of the prominent Indian languages (Programme courses of all the subjects). In addition to this, the college offers UG in Bengali and Sanskrit literature. Some of our faculty members have fluency of speech in other Indian languages like Hindi, Nepali, Rajbanshi etc. The MTBC has the opportunity to utilize this human resource in the Indian knowledge system.

**19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

The objectives set out in the NEP on OBE are Competency, standard, benchmarks, and attainment of targets. In addition to this, the OBE incorporates three elements Theory of education, A systematic structure of education, and a specific approach to instructional practice. The MTBC is prepared to fulfill the objectives and achieve the target as per the structural curriculum provided by the affiliating university.

**20.Distance education/online education:**

During the Covid pandemic, online classes were conducted very effectively by all faculties in all programs. Both teachers and learners have experienced the online teaching and evaluation process through different software (Google Meet, Zoom, Teach mint etc). So, the institution is well prepared in this regard. At

present MTBC has a distance learning study center of RBU, which offers different Degree, programs. Many students benefited by this facility, particularly students who are unable to enroll as a regular student can pursue higher education.

## Extended Profile

### 1.Programme

1.1	14
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1	6961
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	1917
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	1506
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1	63
Number of full time teachers during the year	

File Description	Documents
Data Template	<a href="#">View File</a>
3.2	31
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	27
Total number of Classrooms and Seminar halls	
4.2	37.89
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	52
Total number of computers on campus for academic purposes	
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>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,</p>	

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 is blended with reasonable use of ICT to make the teaching-learning process more learner-centric.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://mtbc.in/lms/">https://mtbc.in/lms/</a>

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	<a href="#">View File</a>
Link for Additional information	<a href="https://www.mtbcollge.ac.in/academic-calendar.html">https://www.mtbcollge.ac.in/academic-calendar.html</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum**

**A. All of the above**

**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**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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	<b>No File Uploaded</b>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)**

**11**

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

56

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

640

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 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	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

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

4

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

2728

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>A. All of the above</b>								
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<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>								
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<b>TEACHING-LEARNING AND EVALUATION</b>									
<b>2.1 - Student Enrollment and Profile</b>									
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>									
<b>2.1.1.1 - Number of sanctioned seats during the year</b>									
<b>3750</b>									
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Institutional data in prescribed format	<a href="#">View File</a>								
<b>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)</b>									

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

1275

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**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	<a href="#">NA</a>
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**2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)**

Number of Students	Number of Teachers
6961	62

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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. We have also arranged Yoga camp to relieve the stress of the students through Yoga and meditation.

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 staffs that 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	No File Uploaded
Link for additional information	Nil

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

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 were given through learning management and also in the Whats app group. Online classes were taken through Google meet, Zoom, Teachment platform during the pandemic situation. We have introduced OPAC library management system this year. Student avail the benefit of the full WiFi facilities throughout the campus. We have installed Android base Mathabhang College app for free access of College information at any time through connection with college website.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.mtbcollege.ac.in/index.html">https://www.mtbcollege.ac.in/index.html</a>

**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**

62

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

## 2.4 - Teacher Profile and Quality

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

62

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

11

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

### 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

616

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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.

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

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

The 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.

Since Internal marks are given very fairly there are no any grievance related to it found in this academic year.

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

## 2.6 - Student Performance and Learning Outcomes

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

2.6.1. Programme outcomes, Programme specific outcomes and course outcomes for all Programme offered by the institution are stated and displayed on website and communicated to teachers and



students. 2021-22

**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 2021-22 sessions 2722 students got admitted in Bsc, B.com & B.A (UG Courses). In 2021-2022, 1416 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 in which Honours course are taught. In addition 3 Programme course in Arts, Science and Commerece are being taught in Mathabhanga College.

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>

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://www.mtbcollege.ac.in/honours-courses.html">https://www.mtbcollege.ac.in/honours-courses.html</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

The POs, PSOs of the COS of the various run by the College are regularly evaluated by the institution. In department teachers assess how far their outcomes have been accomplished, or the level of the students who assess their accomplishment of course outcomes in terms of knowledge gained and on the college level where the IQAC evaluated the accomplishment of each department on the basis of student performance. On the departmental level, attainment of course outcomes is access through departmental meeting in which portions of the syllabus taught by the individual teachers are presented along with the marks and reports of tests given and viva-voce conducted on the topics taught. The college authority is very much alert for smooth running of all the activities and takes care efficient use of existing human resources. The teachers are encouraged to take part in different faculty development programmes. The Principal in Charge periodically takes special sessions to inform and guide the teachers and non-teaching staff related to admission, examination, teaching and learning seminars, different cultural programmes and different outreach programmes. Carrier counseling programmes organized by the IQAC cell collaboration with different companies are very much effective for different placement of our students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

## 2.6.3 - Pass percentage of Students during the year

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

1416

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

## 2.7 - Student Satisfaction Survey

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

<https://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)**

2.75

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**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)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://www.serbonline.in/SERB/HomePage">https://www.serbonline.in/SERB/HomePage</a>

### 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

6

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

23

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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**

8

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**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 the 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, and helping with food and medicine during corona pandemic. The NCC unit of the college comes under the 4/13-Bengal Unit. It aims at developing qualities of leadership, patriotism, maintaining discipline, character building, the spirit of adventure, and the ideal of self-service. The NCC unit of the college organizes various extension activities such as tree plantation, Swachhta Abhiyan, and Kargil days. Other than NSS and NCC units, the Alumni Association of the college is conscious of its responsibilities for shaping students into responsible citizens of the country by making students aware of social issues through various programs like Environmental Awareness, Tree Plantation, Blood group detection, Blood donation camps, etc. All these mentioned activities have a positive impact on the students and they developed student community relationships, leadership skills and self confidence of students. It also helped in cultivating hidden personalities of students and created awareness among students

File Description	Documents
Paste link for additional information	<a href="https://www.mtbcollege.ac.in/ncc.html">https://www.mtbcollege.ac.in/ncc.html</a>
Upload any additional information	<a href="#">View File</a>

### 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

7

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

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

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

20

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

### 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****2746**

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**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****5**

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

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year****3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year****2**

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

**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 are available.

**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. Furthermore, the college library has implemented the KOHA library management software for better and smooth functioning of the library operations and services in the year 2022

**Computing equipment and internet facilities:**

Departments are equipped with desktops with Internet connectivity. Few teachers are provided with laptop facilities. There is open access of Wi-Fi connectivity to all student and the staff members of the college. Science departments, NCC, NSS of the college are provided with computer and other related accessories. CCTV camera was installed throughout the campus this year.

**Laboratory Facilities:**

The science departments (Physics, Chemistry, and Mathematics) of the college have well equipped laboratories.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil



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

The Institute has adequate facilities for sports, games and cultural activities. The total area of sports and games fields is approximately 4 acres. Mathabhang College has one large playground with provision for multiple games, i.e, Athletics, Cricket, Football, Kabaddi and Kho-kho. Outdoor badminton courts are available. We have plane for Gymnasiums. Annual functions and cultural events are organized in the old building fileds. Facilities for outdoor and indoor sports and games that include badminton, volleyball, carrom, chess, and cultural activities also exist in the Boys Hostels. Intra-faculty and inter-faculty games and sports competitions are organized regularly every year for students. Students are specially trained for participation in University level, DPI Sports and State competitions organized by Universities and States, the National Youth Parliament competition and other cultural and sports events outside the campus. Mathabhang College has excelled at these events by winning prizes and awards in individual and group events. Some of the faculty members serve as instructors at the Yoga events. National Independence Day and Republic Day, are celebrated in the Institute by unfurling the national flag followed by a guard of honor of the Chief Guest by NCC students, an impressive march past of students of all departments.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

3

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

3

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

1.21505

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 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 conducive 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 software named 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 e-books a e-journals to faculty members. Furthermore, the college library has implemented the KOHA library management

software for better and smooth functioning of the library operations and services in the year 2022.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://mtbcollege-opac.kohacloud.in/">https://mtbcollege-opac.kohacloud.in/</a>

**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**

**B. Any 3 of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

**1.31370**

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

**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**

**8**

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

There is open access of Wi-Fi connectivity to all student and the staff members of the college. Science departments, NCC, NSS of the college are provided with computer and other related accessories. All teaching staff member (excluding SACT teachers) use the ICT in the classrooms and laboratories, whenever needed. The different educational sites are shown to the students with the help of digital device. Most of the official work is being done with the help of ICT. The college regularly maintains the IT facilities. Following are some basic facilities for updating:

- Computer is formatted in regular basis.
- College itself formats the computer without no fees and by the help of computer operator.
- Anti-virus is regularly installed in computer.
- All computer has anti-virus.
- Wi-Fi connectivity is available as mentioned in Principal chamber, Office-room, IQAC room, various departments including Science, library, Teacher Common room etc
- . CCTV, is installed in every classroom. Website is maintained by Techno Digital Group, Mathabhanga College pays a fee for maintains.

In this head college spent following amount:

1. Computer Repairing & Software : 2,40, 661.00
2. Internet Bill : 52,100.00
3. Computer: 8700

**Total: 301461.00**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

52

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

9.85764

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

**Physical facilities:** The IQAC, Advisory Committee, Development and Purchase Sub-committee headed by the Principal in Charge looks after the development, maintenance and utilization of the College physical facilities.

**Laboratory:** There are three laboratories in the College.

1. The computer laboratory offers proficiency programmes in information technology.
2. The Physics and Chemistry laboratory is maintained by respective departments.

**Library:** The Library Sub Committee with the Principal in Charge as the chairperson and librarian as Convener along with some faculties tackle all issues relating to the smooth and efficient functioning of the library

**Sports complex (indoor and outdoor):** The College has a standard ground where outdoors sports activities are held. The college also has a badminton court for badminton and two carom oard for faculties and non-teaching staff and students

**Computers:** The College computer ad IT subcommittee is responsible for the maintenance of computers and smooth functioning of the network facilities in the College

**Classrooms:** Some classrooms are equipped with the required teaching audio visual aids to supplement the teaching-learning process.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

<b>5.1 - Student Support</b>	
<b>5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
<b>5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
1539	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>
<b>5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year</b>	
<b>5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year</b>	
7	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>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</b>	<b>A. All of the above</b>

File Description	Documents
Link to institutional website	<a href="https://www.mtbcollege.ac.in/igac.html">https://www.mtbcollege.ac.in/igac.html</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

A. All of the above



File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

0

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

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

248

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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**

11

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

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

3

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

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 2021-22 no student election was held in West Bengal. Hence there was no elected general secretary of the student union and as a result the post was vacant in the respective bodies. However student union of Mathabhang College with the help of cultural committee secretary organizes Nabin Baran Utsav, Basanto Utsav, Swarwati Puja and with Sport Secretary they have arranged Annual Sport 2021-22. They have

actively participated in Mathabhanga College Premium League a cricket tournament. Annual Magazine "Annistha" published y Magazine secretary with the help of student representative of Mathabhanga College

File Description	Documents
Paste link for additional information	<a href="https://www.mtbcollege.ac.in/college-activities.php">https://www.mtbcollege.ac.in/college-activities.php</a>
Upload any additional information	No File Uploaded

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

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

7

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

## 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 establishing on 22th February 2004. It was registered under the West Bengal Society Registration Act, 1961, Registration S/IL No. 46441. 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. Data Financial contribution in this year is not available

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

**E. <1Lakhs**

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

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.

16 different courses are taught in the institute along with three skill development certified course. The vision of the college is to provide affordable quality education, while inculcating values and knowledge and skills. Among all the nearby colleges admission and per semester course fee is least in the institute. 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.

File Description	Documents
Paste link for additional information	<a href="https://www.mtbcollege.ac.in/the-college.html">https://www.mtbcollege.ac.in/the-college.html</a>
Upload any additional information	<a href="#">View File</a>

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

Since the establishment of the College, the administration has been carried out efficiently through a decentralized mechanism. Institution's focus on decentralization by providing equal opportunities to participate and contribute to the functioning of the institution. The College is managed by the Principal in Charge, who is the principal who is the administrative head aided by the College Governing body (Administrator), who are responsible for the financial management and implementation of the facilities and policies of the institution. The following groups and committees operate within the institution to implement various activities within the framework of the strategic plan:.

IQAC

Teacher's 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 Cell

Anti-Ragging Cell

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	<a href="https://www.mtbcollege.ac.in/administrators.html">https://www.mtbcollege.ac.in/administrators.html</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Over the past 51 years, the College has grown considerably. Strategies must be effectively developed, communicated and implemented if this is to be sustained. Only in this way can the institution be "sustainable". The following plan is proposed after discussion based on analysis, evaluation and estimation. The college focuses on short, medium and long-term development planning, always follows bottom-up thinking, and senior management gives strategic authorization:

Strategic Plan:

1. Shifting and renovation of office in new building in college premises.
2. To organize workshops for the skill development of teaching

and non teaching staff.

3. To organize program for career counseling and also for the skill development of the students.

#### Deployment:

1. A planning for the office in new building has been prepared and fund has been sanctioned for this purpose. We are waiting for E-tendering process to finalize
2. A three days (4.10.2021 to 06.10.2021) workshop on "use of ICT in teaching learning and administrative process" ,Training program for library software (KOHA), Library users orientation program, workshop on G Suit (02.09.2022) for teaching and learning have been organized, .
3. Four programs have been arranged for career guidance on 12.04.2022, 02.01.2022, 11.10.2021 and 28.09.2021.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="https://www.mtbcollege.ac.in/action-taken-report.html">https://www.mtbcollege.ac.in/action-taken-report.html</a>
Upload any additional information	<a href="#">View File</a>

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	Nil
Link to Organogram of the Institution webpage	<a href="https://www.mtbcollege.ac.in/administrators.html">https://www.mtbcollege.ac.in/administrators.html</a>
Upload any additional information	<a href="#">View File</a>

### 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	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 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 (14 Non-Teaching Staff, Including Permanent and Contractual)
4. Teaching Staff can avail interest free festival advance up-to Rs 30000 repayable in 10 months (9 teacher taken the



advance this year)

5. SACT teachers can avail interest free festival loan up to Rs10000 repayable in 10Month (20 SACT teacher taken the advance this Year)
6. Teaching and Non Teaching staff also benefited by all the facilities given by West Bengal Government
7. Cooperative loan are also available for permanent Teaching and Non-teaching Staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### **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**

1

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

### 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

13

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

### 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.

Dr. Debasis Dutta was promoted to Associated Professor under PBAS system this year

Sri. Rebati Mohon Roy promoted to Associated Professor under PBAS system this year

Dr. Manoj Majumdar, Dr. Amit Kundu, Smt. Ruma Dey Promoted from Stage-2 to Stage-3 Under PBAS

Dr. Sulagna Dutta, Dr. Chanchal Mondal, Dr. Fulchan Barman, Dr. Santanu Raut, Dr. Dibakar Dutta, Sri Niren Barman, Dr. Ashis Biswas promoted to Stage -1 to Stage-2 under PBAS this year

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	Nil
Upload any additional information	<a href="#">View File</a>

#### 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. HOWEVER, THE FINANCIAL PAYMENTS ARE PASSED EITHER THROUGH FINANCE SUB-COMMITTEE OR THROUGH THE DIRECT JOINT CONTROL OF THE BURSAR AND PRINCIPAL. AS PER THE REGULATION OF THE GOVERNMENT OF WEST BENGAL OVERALL FINANCIAL STATEMENT OF THE COLLEGE IS AUDITED

BY THE EXTERNAL AUDITOR APPOINTED BY THE DIRECTOR OF PUBLIC INSTRUCTION, GOVT. OF WEST BENGAL

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 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

The college has an internal administrative & financial affairs coordinating and monitoring mechanism through Finance Committee and Purchase & Tender Committee. The committees have their own power and functions. Apart from that audit work is done by independent C.A. firm appointed by the Directorate of Public Institution, Govt. of West Bengal. The financial resources available from Govt. Grants are monitored through Specific Committee for that purpose. Entire project are planned and monitored by the committee Proper accounts are maintained by college through cash book, ledger and voucher file. Major payments are released with prior approval of the Finance Committee. All the collections are deposited in the Bank. Only duly authorized persons can operate through the bank. All expenditure recurring and nonrecurring are incurred through checks. All such type of actions is reported to the Administration for approval. Construction works under govt. grants are executed by the Government Department, while constructions under college funds are

monitored by the Teacher in Charge/Principal by appointing an Engineer as Supervisor of the work.

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

## 6.5 - Internal Quality Assurance System

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

The IQAC meets four times 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. . Significant improvements in quality have been made by institutionalizing the following IQAC initiatives:

1. A three days (4.10.2021 to 06.10.2021) workshop on "use of ICT in teaching learning and administrative process" ,Training program for library software (KOHA), Library users orientation programme, workshop on G Suit (02.09.2022) for teaching and learning have been organized.
2. A three days Yoga camp (for students), A yoga camp for stress relief for teaching and non teaching staff, awareness camp on mental health (27.05.2022) have been organized.
3. Four programs have been arranged for career guidance on 12.04.2022, 02.01.2022, 11.10.2021 and 28.09.2021
4. Towards full automation of library system KOHA software has been purchased.
5. Android based App has been introduced
6. Facility of free Wi Fi zone has been provided
7. Solar panel has been installed
8. 10 teachers have been promoted under CAS
9. Three departmental seminar (on 05.03.2022, 06.01.2022 and 05.09.2022) and three special lecture (on 03. 07,2021, 17.07.2021 and 12.12.2021) have been organised by several department.
10. Add on courses was introduced.

File Description	Documents
Paste link for additional information	<a href="https://www.mtbcollege.ac.in/action-taken-report.html">https://www.mtbcollege.ac.in/action-taken-report.html</a>
Upload any additional information	<a href="#">View File</a>

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 (two projector are purchased this year) , broadband internet Wi-Fi facility (broadband internet facility provided this year to the students). 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 (Android Mathabhanga College App and OPAC facilities introduced this year). 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	<a href="https://mtbcollege-opac.kohacloud.in/">https://mtbcollege-opac.kohacloud.in/</a>
Upload any additional information	<a href="#">View File</a>

<b>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)</b>	<b>A. All of the above</b>
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File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

Mathabhang College Shows gender sensitivity through various initiatives and actions for creating safe, Secure and healthy atmosphere in the campus. Sensitization of the students is done through special lectures and functions. Specific initiatives with respect to key areas are as follows:

**Safety and security:** Safety of girls is a top priority at every college campus. Nowadays, safe and supportive campus community is both an obligation and a challenge for college administrators and students.

24 hour CCTV surveillance is maintained in the college. It helps to keep a check on antisocial activities. Students and other employees in the college too remain cautious about the surveillance. Discipline is also maintained and it also provides a sense of security to the students and even their guardians. Students wear identity cards at all times to ensure their identity. The institution takes good care of the students in every

aspect.

ICC (Internal Complaint Cell) is also active in the college. It organizes various events on awareness issues.

Girl's Common room and Day Care room is also available in the campus.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.mtbcollege.ac.in/criteria-7-1-1.html">https://www.mtbcollege.ac.in/criteria-7-1-1.html</a>
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	<a href="https://www.mtbcollege.ac.in/specific-facilities-for-women.html">https://www.mtbcollege.ac.in/specific-facilities-for-women.html</a>

**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**

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

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

A. Any 4 or All of the above

<b>1.Restricted entry of automobiles</b> <b>2.Use of Bicycles/ Battery powered vehicles</b> <b>3.Pedestrian Friendly pathways</b> <b>4.Ban on use of Plastic</b> <b>5.landscaping with trees and plants</b>	
File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>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</b>	<b>A. Any 4 or all of the above</b>
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded
<b>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</b>	<b>C. Any 2 of the above</b>

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

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

The institution has been taking several efforts and initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. By celebrating many National and International Days, Events and Festivals the institution aims at bringing tolerance and harmony among the students and staff and other stakeholders 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 Basnto Mahostov, Nabin Boron Utsav, Drama Festival etc

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

From time to time, the Academy organizes various programs to promote the constitutional values, rights, duties and responsibilities of citizenship. The Academy designs various events to raise awareness of national identity and symbols. In addition, it aims to familiarize stakeholders with basic rights and responsibilities. Mathabhanga College annually celebrates Independence Day on campus on August 15. Various cultural programs

and activities are carried out in order to enhance the constitutional spirit of freedom, equality, justice and brotherhood. Every year on January 26, the Academy celebrates Republic Day to commemorate the day when the Constitution of India came into force. This day highlights the importance of the Constitution. The College also celebrates Voters Day to raise awareness of the importance of voting. In addition, Mathabhanga College has organized a legal awareness program to sensitize stakeholders on its importance. Mathabhanga College organizes various programs aimed at promoting the various constitutional rights, duties and responsibilities of citizens. College holds Blood Donation Camp, Communal Harmony Campaign Week & Flag Day Women's Day, World Environment Day, Swachh Bharat Cleanliness Drive, Student Credit Card awareness Camp. Teaching and non-teaching Staff regularly participate in voter duties.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**C. Any 2 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

The college believes in celebrating events and festivals in college. It is an integral part of learning and building a strong cultural belief in a student. The College makes tremendous efforts in celebrating the national and international days, events and festivals throughout the year. In academic year 2021-22, we celebrated the following days like Rabindra Jayanti (Birth Anniversary of Pandit Rabindra Nath Tagore), International Women Day, Birth Anniversary celebration of Manishi Thakur Panchanan Barma, Swarwati Puja, International Mother Language Day, Republic Day, Communal Harmony Campaign Week, Teachers Day, Independence Day, International Yoga Day, World Environment Day, World Cycle Day, No Tobacco Day etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### Best Practices I

Title of The practice:

## Women Centric Programme

### The Practice

- Safety of girls is a top priority of our college campus.
- 24 hour CCTV surveillance is maintained in the college. It helps to keep a check on antisocial activities.
- International women days celebrated regularly. Students, women staff, self help group women, and deprived women are generally felicitated in the programme.
- Workshop are organized to aware the students about different fellowship scheme and Student

credit card provided by west Bengal government.

- Beautician course was introduced in the academic year to make the girls student financially independent.

### Best Practices II

#### Title of the Practice:

#### Introduction of Android base Mathabhanga College App

#### The Practice

NAAC committee of Mathabhanga College informed the IQAC about the necessities of Android App for the quick communication with the students. IQAC in their meeting with administration proposed the probable way of purchasing a android base app for Mathabhanga College. On 28th May 2022 Mathabhanga College app was successfully introduce in Google Play stores. It directly link our college website to the app so the students instantly get the notification of college events regularly.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 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

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We adopt online teaching methodology through Google meet, Skype, Teachmint, Zoom platform for teaching, LMS for uploading notes and lecture. Offline examination methodology also remain closed over those period of time, blended mode of examination was introduced instead. So it was big challenge for us to back the student in previous track and to deals with stress related issue they acquired during the pandemic period.

We did several measures to cope with it::

**Covid-Vaccination Camp:** A vaccination camp was held at Mathabhang College on 30th September, 2021 where around 492 students got their first dose.

**Precautionary measurements:** After the colleges reopening several precautionary measurements were taken, wearing of mask was compulsory, frequent hand wash, sanitization, awareness poster was circulated throughout the college.

**Stress Relief Camp through Yoga:** Meditation is relaxation and rejuvenates the body and mind. With this aim in mind, a three days Yoga Camp was organized by IQAC Mathabhang College in collaboration with NSS unit from 23th May 2022 to 25th May 2022.

In this way we fight the aftermath situation of Corona pandemic.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.3.2 - Plan of action for the next academic year

Future Plan chalked out as follows

i)To encourage all the teachers/departments to organize seminar, conferences and workshop etc.

ii)To prepare academic calender for the academic year 2022-23

- iii) To Prepare financial budget for the current financial year.
- iv) To take action for academic audit for the current academic year.
- v) To take action for green audit .
- vi) To Take action for gender audit.
- vii) To work for the promotion of the teaching staffs under CAS in right time.
- viii)To organize workshop for skill development of the non teaching staff.
- ix)To introduce ERP.
- x)To provide coaching classes to the students of our colleges for competitive examination.
- xi) To introduce carrier oriented add on course and also such course that will help the students for self employment .
- xii)To take action for proper functioning of the Book bank.
- xiii)To propose for building an Auditorium in the college campus.
- xiv)To encourage teachers to participate workshop,seminars etc. and to publish research paper for their academic development.
- xv)To introduce karate programme for the girls students of the college.T
- xvi)To encourage all the clubs of the college to function properly.