

7.2. Describe at least two institutional best practices (as per NAAC) format  
Title of the Practice: YEAR 2016-17

### Best Practices I



**Title of The practice:**

Free Scholarships for Students from College Fund

**Objective of The practice:**

To provide support to the needy and meritorious students:

- To remove financial barrier for the learners on the way of higher education.
- To identify the students who are not obtaining any Government provided scholarships but actually need some kind of support.
- To understand those students expectation and comprehend them about the availabilities.

### The Context

Like other parts of rural India, a section of students of our college come from such background where higher education is not only a luxury but also remains untouchable due to financial impediments. Currently, the Government level financial support for reserve categories and minorities become very active in West Bengal and a large section of students are benefitted from such scholarship schemes But we hold that such support from Government level is necessary but not sufficient. Multi-dimensional poverty on the way of higher education may not be eradicated only by such Government level initiatives. Observing that section of students who are not belonging under the umbrella of Government level support mechanism but poor, college made an effort to identify and support them from its own fund in terms of half / full removal of tuition fees. In the programme, we create a friendly democratic space where a free flowing exchange of ideas between teachers and students can happen openly about issues that affect their daily lives.

### The Practice

The college put the notice on the notice board seeking the application from students for such fee removal scholarship scheme.

- After receiving the application with valid documents the scholarship committee shortlisted the students.

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- During screening, the committee remains very much careful about the norms that any students received any kind of Government level support remain out of such screening list.
- The list of valid students eligible for such scholarships is published in the college notice board.
- The date of reimbursement is also published on the notice board.
- The college office disburses the fees on the stipulated dates

### **Evidence of Success**

The impact of the programme has been very encouraging.

- Students' attachment with the institution and teachers faster.
- They do not feel like aliens.
- 741 students received half free scholarship and 39 students received full free scholarships during 2016-17 sessions and the percentage has some upward strength over the year.
- College becomes proud about such utilization of fund for helping the alienated students.
- They face their new life more easily.

### **Problems Encountered and Resources Required**

Those students who are failed to receive the scholarship making chaos to accept the candidature but after throughout discussion why they failed to received the same they have understand the problem.

## **Best Practices II**

### **Title of the Practice:**

Library Revamp

### **Objectives of the Practice**

Library is a learning institution that exists in our society from ancient times. It is a place where interaction between human and information takes place and intends to satisfy the information and social needs. Libraries play a vital role for a nation by preserving its cultural heritage. In the modern age with the abundance of information, libraries assist the society by maintaining and disseminating the relevant information as and when required. Mathabhanga College equipped with a library for long period but for modern requirement modification or beautification of library is required based on following points:



- > Computerization of library with standard software.
- > Inclusion of sufficient information about the library in the college prospectus.
- > Compiling student / teacher statistics
- > Displaying newspaper clippings and a clipping file maintained periodically.
- > Career/ employment information services
- > Internet facility to different user groups
- > Suggestion Box
- > Displaying New Arrivals
- > NLST INFLIBNET
- > Sufficient reading space for students

### **The Context**

The notable objective of "Library Revamp"

- > To access the library by the students and teachers in more suitable manner.
- > To provide enough space so that the students can read the books peacefully.
- > To access UGC enlisted journal by the teachers.
- > To access the employment news regularly.

### **The Practice**

We have purchased offline digital catalogue to record all the books we have in our library and equipped the library with employment news paper, general news papers all short of books etc. We have provided enough space to the student for peaceful reading. We have purchased NLST INFLIBNET.

### **Evidence of Success**

Students and teachers are now happily access the library regularly

### **Problems Encountered and Resources Required**

Still we have the need to induct OPAC system for Library but for this funding is necessary and we are thinking about its implementation.

7.2. Describe at least two institutional best practices (as per NAAC) format  
Title of the Practice: YEAR 2017-18

### Best Practices I

Title of the Practice:

Plantation Programme

Objectives of the Practice

#### Best Practices II

It has been observing by the people that nature has been changing itself very tremendously as we are responsible for this change because of building and constructive more and more cities and town. So, the nature has unbalanced and disturbed that's why the combination of oxygen has ruined. Therefore, now we have to maintain this balance by following the given points :-

- To ensure more plantation of different fruits and other useful plants & trees.
- Plantation programme can become more popular. So, it is the duty of ours to promote more and more students to come forward.
- To enhance the values of plants & environment among the students.

#### The Context

The very noble objective of "Plantation programme is to save & protect to the environment by plantation work" with under given points:-

- To rising up the level of the student thinking regarding plantation work.
- To ensure the sincerity of the students regarding the values of trees & plants.
- To inculcate the programme of plantation can change the heart & hobbies of students
- To produce more and more oxygen.
- For the maintenance the cycle of the nature for up-gradation of the environment.

#### The Practice

It is very important to plant more and more trees, herbs and climbers because these are the carriers of rain and cloud. Only the nature has capacity to turn up the balance of nature to produce more and more oxygen, but it is only possible when our surroundings are full of trees and plants. Such type of programme is only possible when our new

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generation become more & more sincere and active towards plantation programme. If our programme of plantation makes the points of success, it is sure and certain that our nature will be in balance and the life of the people can be happy & prosperous. So, we should plant more & more trees and protect them for the future of new generation.

### **Evidence of Success**

Our efforts of plantation work provoke the heart of the students and inspired them to go quickly on the path of plantation for the balance of the nature & up-gradation of environment. It is the result of the programme that more than 70% student participated in the programme of the plantation started by college & administration.

As soon as possible to 50 plants has been planted by the student in college campus. Now we hoping that after this raining season, these planted trees will provide us feelings of true nature & beauty of the nature.

### **Problems Encountered and Resources Required**

Some students were too naughty that they avoid the programme and deny such types of activities, but our learned & scholars faculties convinced them and ultimately they agreed for the plantation work and realized the value and importance of the nature and environment. Not enough, but they also planted more & more plants and take an oath for the protection of the plants for the balance of nature.

## **Best Practices II**

### **Title of the Practice:**

Cope with newly induct Choice Based Credit System

### **Objectives of the Practice**

### **Best Practices II**

The Indian Higher Education Institutions have been moving from the conventional annual system to semester system. Currently many of the institutions have already introduced the choice based credit system. The semester system accelerates the teaching-learning process and enables vertical and horizontal mobility in learning. The credit based semester system provides flexibility in designing curriculum and assigning credits based on the course content and hours of teaching. The choice based credit system provides a 'cafeteria' type approach in which the students can take courses of their choice, learn at their own pace, undergo additional courses and acquire more than the required credits, and adopt an interdisciplinary approach to learning. Coochbehar Panchanan Barma University introduces the CBCS system to their curriculum from 2017-18 sessions. So the objectives of the practices:



- To habituate with the systems
- To revamp the admission system according to the new system
- To informed the newly admitted students about the courses
- To informed the teachers about the new courses

### **The Context**

The very noble objective of "Cope with newly induct Choice Based Credit System"

- To create flexibility in the learning process for the student and to enable them to learn in a more creative manner.
- To quickly learn about the teaching and learning process, methodology of examination

### **The Practice**

Before the introduction of CBCS system Coochbehar Panchanan Barma University arrange BOS meeting, Principle meeting, and Syllabus committee meeting to discuss about the courses, how to adopt it and what new courses have to taught. We have attained all the topic discuss in the teacher council meeting. Our Online meeting about all the topic discuss in the university meeting. Our Online collaborator has informed about the necessary modification of online admission system to cope with the CBCS system. After the admission students has also been informed about the process.

### **Evidence of Success**

Slowly and steadily the students and teachers adopt the system.

### **Problems Encountered and Resources Required**

Some students and teachers facing problem during examination process college authority nicely deals with problem.

7.2. Describe at least two institutional best practices (as per NAAC) format  
Title of the Practice: 2018-19



### Best Practices I

**Title of The practice:**

Professional Skill Development among Students

**Objective of The practice:**

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

So, the noble objectives of the practice are:-

- To provide special assistance to the students to opt for professional courses, this would develop their professional skill for Job Market.

The expected outcome is that students should be able to know what the skill needed for in Job Market

#### The Context

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

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

#### The Practice

It is very relevant to clarify here that there are many types of students available in our college. All have different family backgrounds. Some students are those, who are very poor and their economic position is very pitiable. In such condition, it was a tough task to impart the special training on professional skill other than college campus.

The Teacher in Charge of the college decided that we should arrange the programme in college and arrange some refreshment items to the trainee. It will provide them freshness

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and active. As a result, mostly trainees of the college agreed to take part in programme on professional skill.

### **Evidence of Success**

Among so many trainees, 10-20%, became very serious and shows their interest for further training and implementation of courses based on professional skill development.

### **Problems Encountered and Resources Required**

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

## **Best Practices II**

### **Title of The practice:**

Use of learning management system

### **Objective of The practice:**

A learning management system is a type of software that houses training material in a variety of forms and tracks what students are learning over time. Essentially, an LMS delivers educational content to its users in a centralized location.

So, the noble objectives of the practice are:-

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

### **The Context**

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

- Support efficient distribution of class materials

*S.M.*  
Teacher-in-Charge  
Mathabhanga College  
15.05.2016





- Resources in a variety of formats
- Transparency on feedback
- Parental access to class schedule, outlines and assessment

### **The Practice**

IQAC coordinator in a meeting tells the entire member about the objective of LMS in modern day education system. Members are unanimously decided to forward their proposal to General Body of the college. In the General Body Meeting Teacher representative presents about the importance of induction of LMS system in college and they have approved to purchase the LMS system from reputed agencies. After several discussions we have purchased the LMS system from Brainware Technologies. Teacher are providing learning material, online MCQ Practice Sets, Lesson Plans, Course Outcomes and students successfully downloading the data. Students, Teachers, Alumni continuously giving feedback about the college, learning methodologies, quality of teaching and learning, adoption of syllabus etc.

### **Evidence of Success**

Most of the students benefited by this methodologies and teachers also express the satisfaction about the system.

### **Problems Encountered and Resources Required**

Some of the students lacking any knowledge of handling the software express their displeasure about the system, college authority teach them how to handle the software and they are now happily dealing with the LMS system.

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Teacher-in-Charge

7.2. Describe at least two institutional best practices (as per NAAC)

Title of the Practice: 2019-20



### Best Practices I

**Title of The practice:**

Kriti Sambardhana

**Objective of The practice:**

The main motive of organizing student felicitation program is the concept of pulsating and appreciating the imaginative instincts and acts of brilliant and talented students of our institution. The main objective of this type of programme not just to celebrate the achievement of our students, but also to give due regard to our values and morals like discipline, compassion and zeal for learning. We strongly believe those felicitations are a way to encourage good behavior and competitive spirit. They have always provided us with a healthy, ethical and fairly competitive environment to grow in every sphere of activity.

So, the noble objectives of the practice are:-


- To provide special enthuse to the students so that they can do better in their future life.
- To ensure better academic performance of students

The expected outcome is that students will motivate to achieve the peak in their future professional life.

### The Context

Cooch Behar district is one of the most backward districts of West Bengal. Majority of the total population of the district are belongs to SC category. Besides poor economic conditions, the educational scenario of the district is gloomy. Many social and economic factors are there behind this condition. But instead of these stumbling blocks there are some students who have shown their excellence in different sectors. The college is very sincere in nurturing of such with utmost care. After so many efforts, our college set up a programe on felicitation of students

### The Practice

  
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Students are informed by the College authority on the notice board about the felicitation programme. The college authority with the help of IQAC prepares the list of awardees after checking results details of the students. Then the probable awardees are informed by phone. Then college authority give the responsibility to the alumni association of Mathabhanga College arrange the programme of felicitation.

#### **Evidence of Success**

Among the felicitated Kirti student, most of them pursuing Master in reputed University all over India

#### **Problems Encountered and Resources Required**

This practice can be adopted by other college to help students to excel academically and to develop a sense of confidence in them. In order to encourage the students in their studies the college should felicitates those students who have shown good academic achievement in different examinations conducted by the affiliated University but the process required some amount money, hopefully we will able to arrange the money from the available fund.

### **Best Practices II**

#### **Title of the Practice:**

Cleanliness drive

#### **Objectives of the Practice**

It could be due to lack of knowledge or due to sheer laziness or due to irresponsibility our surrounding remains unclean. Thus Cleanliness Drives is the process which makes people aware of the importance and methods of handling waste responsibly and tries to take a step towards a cleaner environment. Therefore, now we have to maintain this balance by following the given points:-

- To arrange dustbin with Blue and Green-color for Recycled and Unrecyclable waste respectively in view of making students aware about classification of wastes.
- To plant trees in and around school premises and encourage students for tree plantation. Reuse of waste material.

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- Initiatives to curb green house effect. Weeding out/recording of the records as per procedure.
- All kinds of waste material like broken furniture, unusable equipment, defunct vehicles etc. should be completely removed from the premises of institutions.
- To pick up non-biodegradable plastic and create awareness to keep the environment and surroundings clean

### **The Context**

The objective of "Cleanliness Drive" is to make our campus clean by focusing on following points:-

- To rising up the level of the student thinking regarding cleanness drive.
- To ensure the sincerity of the students regarding the values of pollution free environment.
- To inculcate the programme of plantation can change the heart & hobbies of students
- To ensure the student to know more and more about the hazard of non-biodegradable plastic materials.

### **The Practice**

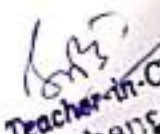
Students, staff and teachers are informed by the College authority on the notice board of the website and also by posting in official Face book page of Mathabanga College about the time and date of cleanliness drive programme. They have also informed that the programme will be monitored by SDO Mathabanga College. Students, staff, teachers all are actively participated in the programme.

### **Evidence of Success**

Inspired by the programme NCC and NSS wings frequently arranged such programme in college and nearby places and students are now quite aware to make their surrounding clean.

### **Problems Encountered and Resources Required**

Some students were reluctant to take part in the programme college authority convinced them and ultimately they agreed to participate in the programme.

  
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7.2. Describe at least two institutional best practices (as per NAAC)  
Title of the Practice: YEAR 2020-2021



### Best Practices I

**Title of The practice:**

Cope with Online Learning

**Objective of The practice:**

With minimal notice, face-to-face classes were forced to move to online formats in college across the country due to COVID-19. For teachers, skill development is critical to promote a flexible, responsive approach and maintain technological capabilities; for students, an ability to navigate the technology, interact with the learning environment in meaningful ways, and self-regulate learning is important, as the absence of physical infrastructure and opportunities for face-to-face interactions in online environments places a greater emphasis on alternate forms of communication and support. In such circumstances discuss and interaction within teachers and in between teacher and students are necessary to adopt the online platform.

So, the objectives of the practice are:-

- To search for an alternative source of offline classes.
- To ensure that student not deprived from guidance regarding study during Covid pandemic situation
- To ensure that teacher can adopt the alternative mode of teaching very quickly

#### The Context

As Mathabhang College situated in rural part of West Bengal Coochbehar district and major percentage of students are from poor background so the adoption of online method of learning is a big challenge to us. So the contexts of the practice are:

- To create an environment that is familiar to online learners.
- To create a platform where a learner and teacher can adopt flexible atmospheres.
- Adopt a platform/s that is quite easy to cope with.

## The Practice



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

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

### Evidence of Success

Most of the students adopt the situation very quickly and teachers also start to enjoy the online classes

### Problems Encountered and Resources Required

As most of the students are from poor back ground it is quite difficult for them to arrange an android phone very quickly and problem of internet connectivity is also there as most of the students are from rural background. So we have decided to upload the notes on LMS portal of our website and also we have decide to upload teaching video of selected topics on personal and official YouTube channels and send them link.

## Best Practices II

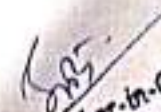
### Title of the Practice:

Tackling the blended mode of university examination

### Objectives of the Practice

#### Best Practices II

The exam develops confidence, which increases a student's personality in a hardworking manner. Students become conscious of their exam performance if

  
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they do hard work and give their best performance. When students get good marks they feel happy, and their marks increase their confidence level. An examination is like a type of healthy competition for proving more knowledge and skill. Every student prepares themselves as they participate in the competition and most of them to prove themselves better than other students, they try to get more score and also built a new strategy for reading, they improve their writing skills for better marks. So even in pandemic situation examination is necessary and University has decided to take the examination blended mode.

Therefore, now we have to guide the students for the blended mode by:-

- To guide the students about blended mode of examination.
- To guide the students how to collect the answer script for blended mode of examination.
- To guide the student how to submit the answer script after the examination.

### The Context

The objective of tackling the blended mode of university examination is students stress and hackle free for the examination by maintain following points:-

- To adopt a procedure where a students can collect and submit the answer script by taking effective safety measurement under pandemic situation.
- To ensure that no one from college infected by corona virus during examination
- To deal with situation where an infected students take part in examination.

### The Practice

After phonic conversation with several senior teachers the Teacher in Charge of Mathabhanga College has decided to make several video clarifying all the process of blended mode of exam and also the process of collecting blank answer script and submitting the answer script after the examination. Teacher in charge council also decided to apply strict safety Covid protocol. University also suggests the college authority to take the answer script via e-mail from remotely seated students. So the college authority creates a separate e-mail for receiving the answer script.

*(Signature)*  
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**Evidence of Success**  
**Students quickly adopt the situation and examination ended in hackle free manner.**



**Problems Encountered and Resources Required**  
 Some of the office staff contaminated with corona strain though the college authority adopted strict safety measure

**MATHABHANGA COLLEGE**  
 Mathabhang, District

Proceedings of the meeting of the Board of Studies held on 23/02/2022 at 10:30 AM in the presence of the members of the Board of Studies of the Mathabhang College held on 23/02/2022 at 10:30 AM in the presence of the members of the Board of Studies.

Minutes of Meeting

S.No.	Name	Signature
1	Dr. Bhabha Singh	<i>[Signature]</i>
2	Dr. Bhabha Singh	<i>[Signature]</i>
3	Dr. Bhabha Singh	<i>[Signature]</i>
4	Dr. Bhabha Singh	<i>[Signature]</i>
5	Dr. Bhabha Singh	<i>[Signature]</i>
6	Dr. Bhabha Singh	<i>[Signature]</i>
7	Dr. Bhabha Singh	<i>[Signature]</i>
8	Dr. Bhabha Singh	<i>[Signature]</i>
9	Dr. Bhabha Singh	<i>[Signature]</i>
10	Dr. Bhabha Singh	<i>[Signature]</i>

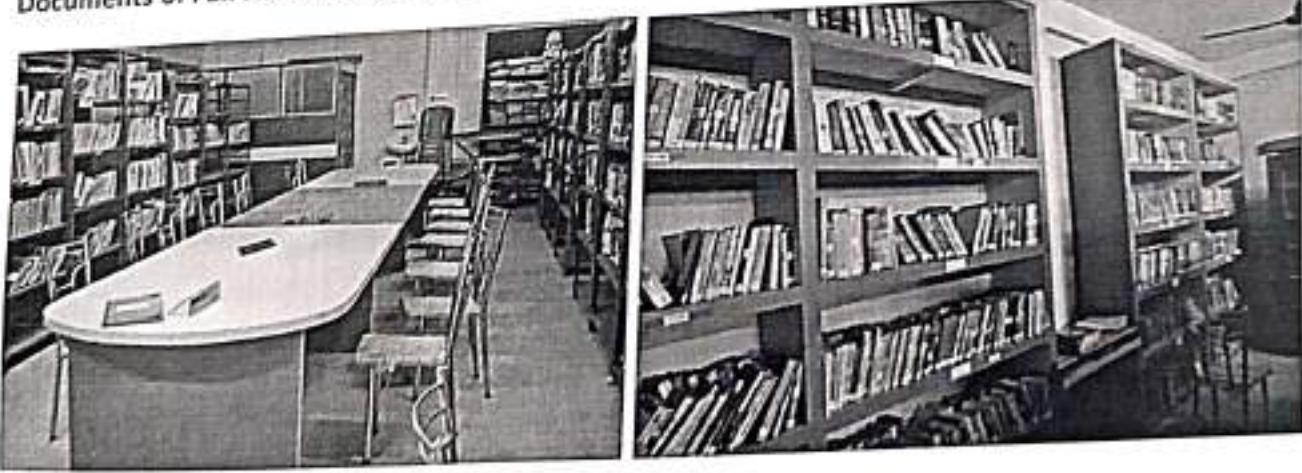
Statement of Full Free and Half Free Scholarship for 2016-17  
 Session for 2016-17

Sl. No.	Name	Date of Birth		Date of Admission		Date of Examination		Date of Result		Total Marks	Percentage	Grade	Status
		DD	MM	DD	MM	DD	MM	DD	MM				
1	Dr. Bhabha Singh	15	08	2016	08	2016	08	2016	08	80	80%	A	Full Free
2	Dr. Bhabha Singh	15	08	2016	08	2016	08	2016	08	80	80%	A	Full Free
3	Dr. Bhabha Singh	15	08	2016	08	2016	08	2016	08	80	80%	A	Full Free
4	Dr. Bhabha Singh	15	08	2016	08	2016	08	2016	08	80	80%	A	Full Free
5	Dr. Bhabha Singh	15	08	2016	08	2016	08	2016	08	80	80%	A	Full Free
6	Dr. Bhabha Singh	15	08	2016	08	2016	08	2016	08	80	80%	A	Full Free
7	Dr. Bhabha Singh	15	08	2016	08	2016	08	2016	08	80	80%	A	Full Free
8	Dr. Bhabha Singh	15	08	2016	08	2016	08	2016	08	80	80%	A	Full Free
9	Dr. Bhabha Singh	15	08	2016	08	2016	08	2016	08	80	80%	A	Full Free
10	Dr. Bhabha Singh	15	08	2016	08	2016	08	2016	08	80	80%	A	Full Free

Agendum: To discuss the plan for full free and half free of tuition fee of the underprivileged students for the year 2016-17.  
 Resolution: The plan for full free and half free of tuition fee of the underprivileged students for the year 2016-17 is approved.  
 Resolved that the total number of full free tuition fee students granted is 10 as per the list enclosed.  
 Resolved further that the balance of half free tuition fee students granted is 147 as per the list enclosed.

*[Signature]*  
 Teacher-in-Charge  
 Mathabhang College

**Documents of Full Free and Half Free Scholarship 2016-17**



Mathabhang College library

*[Signature]*  
 Teacher-in-Charge  
 Mathabhang College  
 Mathabhang, District



IQAC reports for different events: <http://www.mtbcollege.ac.in/iqac.html>

Video lecture how to deals with Exam during Covid: <https://fb.watch/cc-yYalMAD/>



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