The Annual Quality Assurance Report (AQAR) of the IQAC

2015-16

Part – A

1. Details of the Institution

1.1 Name of the Institution

> **MANKAR COLLEGE**

1.2 Address Line 1

> BHATKUNDA HIGHWAY

Address Line 2

> MANKAR

City/Town

> MANKAR

State

> WEST BENGAL

Pin Code

> 713144

Institution e-mail address

> mail@mankarcollege.org

Contact Nos.

> 0343-2517269

Name of the Head of the Institution:

> Dr. SUKANTA BHATTACHARYYA

Tel. No. with STD Code:

> 0343-2517269

Mobile: | 9064109297, 9609635334

Name of the IQAC Co-ordinator: | DR. PARTHA PRATIM BANDYOPADHYAY

Mobile: | 9434636519

IQAC e-mail address: | sen.kallol@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* | WBCOGN13937

1.4 **NAAC Executive Committee No. & Date:** | EC/50/A&A/14 dated 30-9- 2009
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address: | www.mankarcollege.org

Web-link of the AQAR: | http://www.mankarcollege.org/iqac.php

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.21	2009	29.09.2014
2	2nd Cycle	B+	2.58	2016	01.12.2021
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY | 02/12/2009

1.8 AQAR for the year (*for example 2010-11*)

2015-16

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

  i. AQAR _ 2009-10_ submitted to NAAC on   07/11/2015
 ii. AQAR__2010-11_ submitted to NAAC on   27/11/2015
iii. AQAR__2011-12 _submitted to NAAC on   09/12/2015
 iv. AQAR__2012-13_ submitted to NAAC on   19/12/2015
  v. AQAR __ 2013-14_submitted to NAAC on   30/01/2016
 vi. AQAR _ 2014-15_ submitted to NAAC on   26/04/2016

1.10 Institutional Status

University   State ☒ Central ☒ Deemed ☒ Private ☒

Affiliated College   Yes ☑   No ☐

Constituent College   Yes ☐   No ☑

Autonomous college of UGC   Yes ☐   No ☑

Regulatory Agency approved Institution   Yes ☐   No ☑

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education ☑   Men ☐   Women ☐

                Urban ☐   Rural ☑   Tribal ☐

Financial Status   Grant-in-aid ☑   UGC 2(f) ☑   UGC 12B ☑

            Grant-in-aid + Self Financing ☒   Totally Self-financing ☒

1.11 Type of Faculty/Programme

Arts ☑   Science ☑   Commerce ☑   Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others   (Specify)   ☐

1.12 Name of the Affiliating University *(for the Colleges)*

> KAZI NAZRUL UNIVERSITY

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   NO

University with Potential for Excellence   NO   UGC-CPE   NO

DST Star Scheme   NO   UGC-CE   NO

UGC-Special Assistance Programme   NO   DST-FIST   NO

UGC-Innovative PG programmes   NO   Any other (*Specify*)   NIL

UGC-COP Programmes   NO

2. IQAC Composition and Activities

2.1 No. of Teachers   06

2.2 No. of Administrative/Technical staff   01

2.3 No. of students   01

2.4 No. of Management representatives   02

2.5 No. of Alumni   0

2. 6 No. of any other stakeholder and

   community representatives   02

2.7 No. of Employers/ Industrialists

<div style="text-align:center">0</div>

2.8 No. of other External Experts

<div style="text-align:center">0</div>

2.9 Total No. of members

<div style="text-align:center">12</div>

2.10 No. of IQAC meetings held   4

2.11 No. of meetings with various stakeholders: No.   NIL   Faculty   4

          Non-Teaching Staff Students   4   Alumni   Others

2.12 Has IQAC received any funding from UGC during the year?   Yes [ ]   No   √

          If yes, mention the amount   NA

2.13 Seminars and Conferences (only quality related)

   (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

   Total Nos. [0]   International [0]   National [0]   State [0]   Institution Level [1]

   (ii) Themes   Development of the Institution

2.14 Significant Activities and contributions made by IQAC

   Planning and execution of work – academic as well as institutional

2.15 Plan of Action by IQAC/Outcome

   The plan of action chalked out by the IQAC in the beginning of the year towards quality
   enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. Systematic effort has to be made for second cycle of NAAC accreditation. 2. All out cooperation should be	1. The Self Study Report was uploaded on 31st December 2015. 2. With active involvement of all the stake –holders of the college all the documentary components of

assured to the college administration for the preparation for the NAAC visit.	the SSR could be compiled in time.
3. To provide suggestions to adjust the teaching learning process of the College after the change of affiliation to Kazi Nazrul University	3. Done successfully with the teachers adjusting to the changed demands of the first year of the new affiliating university along with the two running years affiliated to the old University with sincerity.
4. To help the authority with the active cooperation of the TC of the College to maintain the educational environment.	4. Admission has been done online and in a transparent manner. Classes were held regularly. Selection Tests were held to send students for the University exams.

* *Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body   Yes [√]   No [ ]

Management [√]   Syndicate [NO]   Any other body [NO]

Provide the details of the action taken

> Governing Body has accepted the report and sanctioned its submission

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	x	x	x	x
PG (under NSOU)	09	x	x	x
UG (+under NSOU)	15+3	x	x	x
PG Diploma	x	x	x	x
Advanced Diploma	x	x	x	x
Diploma	x	x	x	x
Certificate	x	x	x	x
Others	x	x	x	x
Total	27	x	x	x

Interdisciplinary	3	x	x	x
Innovative	x	x	x	x

1.2   (i) Flexibility of the Curriculum: CBCS/Core/**Elective option** / Open options
       (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	0
Trimester	0
Annual	15

1.3 Feedback from stakeholders*   Alumni [x]   Parents [x]   Employers [x]   Students [√]
   (On all aspects)

       Mode of feedback   :   Online [x] Manual [√] Co-operating schools (for PEI) [x]

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> The State Govt. ordered the college to be affiliated to Kazi Nazrul University from 2015-16 session. Change of affiliating University caused syllabi in most of the subjects to undergo great changes.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

> **Santali Honours** has been introduced from this year.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors/ Principal	Others
16	9	6	01	29

2.2 No. of permanent faculty with Ph.D.

6

2.3 No. of Faculty Positions
Recruited (R) and Vacant (V)
during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
4	13	0	0	0	0	0	0	04	13

2.4 No. of Guest and Visiting faculty and Temporary faculty

PTT & CWTT 29	VISITING 00		GUEST 27

   ** PTT is Part Time Teacher. CWTT is Contractual Whole Time Teacher. Both permanent.

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	16	04
Presented papers	01	12	01
Resource Persons	00	01	00

2.6 Innovative processes adopted by the institution in Teaching and Learning:

> Use of PPT, screening of videos and films through LCD
> projectors, use of smart class rooms.

2.7 Total No. of actual teaching days
      during this academic year

248

2.8 Examination/ Evaluation Reforms initiated by
      the Institution (for example: Open Book Examination, Bar Coding,
      Double Valuation, Photocopy, Online Multiple Choice Questions)

None

2.9 No. of faculty members involved in curriculum
      restructuring/ revision/syllabus development
      as member of Board of Study/Faculty/Curriculum Development workshop

4/Board of Studies	None	None

2.10 Average percentage of attendance of students

61

2.11 Course/Programme wise
 distribution of pass percentage :   BA, BSc, BCom Part III Exam 2015

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA Bengali (H)	31		2	25		87.09
BA English (H)	35		0	24		68.57
BA Geography (H)	22		1	21		100.00
BA Hindi (H)	19		5	14		100.00
BA History (H)	16			11		68.75
BA Philosophy (H)	9			5		55.55
BA Political Sc(H)	8			4		50.00
BA Sanskrit (H)	16			11		68.75
BSc Computer Sc (H)	14		6	0		42.85
BSc Mathematics (H)	NIL	-	-	-	-	-
BCom Accountancy (H)	20		1	7		40.00
BA General	194	1		69		35.56
BSc General	1					0.00
B Com General	09			2		22.2

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

 IQAC contributes by offering plans and suggestions, monitors through feedbacks and evaluates by analysing performance of the students.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	02
UGC – Faculty Improvement Programme	nil
HRD programmes	nil
Orientation programmes	nil
Faculty exchange programme	nil
Staff training conducted by the university	nil
Staff training conducted by other institutions	nil
Summer / Winter schools, Workshops, etc.	01
Others	nil

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	14	01	0	0
Technical Staff	5	0	0	0

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Encourage the teachers to be actively involved in research

3.2   Details regarding major projects   NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	07	08	01
Outlay in Rs. Lakhs	1.001	10.76750	11.76850	1.001

3.4   Details on research publications

	International	National	Others
Peer Review Journals	4	NIL	NIL
Non-Peer Review Journals	NIL	NIL	NIL
e-Journals	4	NIL	NIL
Conference proceedings	NIL	3	NIL

3.5 Details on Impact factor of publications:

Range [   ]   Average [   ]   h-index [   ]   Nos. in SCOPUS [   ]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

NIL

3.7 No. of books published   i) With ISBN No. | 08 | Chapters in Edited Books | 05 |

ii) Without ISBN No. | NIL |

3.8 No. of University Departments receiving funds from   **NOT APPLICABLE**

UGC-SAP | | CAS | | DST-FIST | |

DPE | | DBT Scheme/funds | |

3.9 For colleges   Autonomy | NIL | CPE | NIL | DBT Star Scheme | NIL |

INSPIRE | NIL | CE | NIL | Any Other (specify) | NIL |

3.10 Revenue generated through consultancy | NIL |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	NIL	NIL	NIL	NIL	10
Sponsoring agencies	NIL	NIL	NIL	NIL	NIL

3.12 No. of faculty served as experts, chairpersons or resource persons | 03 |

3.13 No. of collaborations   International | NIL | National | NIL | Any other | NIL |

3.14 No. of linkages created during this year | NIL |

3.15 Total budget for research for current year in lakhs :

From Funding agency | NIL | From Management of University/College | NIL |

Total | NIL |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NIL
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
01	--	--	--	01	--	--

Ph.D. degree awarded to Bijay Kumar Shaw, Govt. approved Part Time Teacher in Hindi by Jawaharlal Nehru University, New Delhi in the current year.

3.18 No. of faculty from the Institution
who are Ph. D. Guides

03

and students registered under them

11

3.19 No. of Ph.D. awarded by faculty from the Institution

0

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)   **NIL**

JRF NIL   SRF NIL   Project Fellows NIL   Any other NIL

3.21 No. of students Participated in NSS events:

University level 200   State level NIL

National level NIL   International level NIL

3.22 No. of students participated in NCC events:

University level 114   State level 10

National level 01   International level 00

3.23 No. of Awards won in NSS:

University level X   State level X

National level X   International level X

3.24 No. of Awards won in NCC:

University level X   State level x

National level x   International level x

3.25 No. of Extension activities organized

University forum [1]   College forum [2]

NCC [6]   NSS [14]   Any other [NIL]

3.26   Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- NSS maintained its responsibility towards the adopted village Sahebdanga adjoining to college and continued to take initiatives in spreading of social awareness among the villagers particularly the backward sections and also carried out cleaning programmes at the village.

- Blood donation camp and thalassemia screening camp were organised at the college at the initiative of NSS as a part of Institutional Social Responsibility

- AIDS awareness rally was organised by the NSS &NCC units

- Seminars were arranged on issues like AIDS, Thalassemia, Disaster Managemnet.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	7.55	2.48	Own fund	10.03
Class rooms	32	0		32
Laboratories	06	01	Own fund	07
Seminar Halls	1	0		01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

Both administration and library are partially computerized.

4.3   Library services: 2015-16

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13375	739644	0	0	13375	623870
Reference Books						
e-Books	N LIST		N LIST			
Journals	1		6		7	
e-Journals	N LIST		N LIST			
Digital Database						
CD & Video	16	1000	0	0	16	1000
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	54	21	10	Nil	Nil	06	12	05
Added	Nil	13	Nil	Nil	Nil	4	1	10
Total	82	34	10	Nil	Nil	10	13	15

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

> Computer with internet facility is available for the teaching and non-teaching staff and also students.

4.6 Amount spent on maintenance in lakhs :

i)   ICT   ---

ii) Campus Infrastructure and facilities   0.91

iii) Equipments   0.85

iv) Others   ---

Total :   1.76

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> Interaction with the stakeholders for enhancing awareness

5.2 Efforts made by the institution for tracking the progression

> The performance of the students is regularly analyzed

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1442	-	-	-

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men
No	%
758	53

Women
No	%
684	47

		Last Year						This Year			
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
864	303	87	248	nil	1502	735	312	74	321	nil	1442

Demand ratio   1:3.6   Dropout % 7.78

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

> NONE

No. of students beneficiaries

NA

5.5 No. of students qualified in these examinations

NET [2] SET/SLET [2] GATE [NA] CAT [NA]

IAS/IPS etc [0] State PSC [NA] UPSC [NA] Others [10]

5.6 Details of student counselling and career guidance

Done intensely on a personal level by the teachers through interaction with students.

No. of students benefitted [NA]

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
NIL	NIL	NIL	Not Available

5.8 Details of gender sensitization programmes

Teachers are ever alert about the issue and counsel the students in classes. The college has a Sexual Harassment Cell to deal with the problems if any.

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level [30] National level [0] International level [0]

No. of students participated in cultural events

State/ University level [2] National level [0] International level [0]

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level [9] National level [0] International level [0]

Cultural: State/ University level [0] National level [0] International level [0]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	08	4405
Financial support from government	458	4484000
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level   NIL   National level   NIL   International level   NIL

Exhibition: State/ University level   1   National level   NIL   International level   NIL

5.12   No. of social initiatives undertaken by the students   10

5.13 Major grievances of students (if any) redressed: _____no major grievance   received__

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

(a) Educating those who need most.
(b) From Neglect to Care: Opening the World to the Subaltern.
(c) Repaying the Debt to the Society.
(d) Grooming a disciplined member of the society.
(e) Moulding personality: changing oneself to be successful and to be accepted

6.2 Does the Institution has a management Information System

No

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1   Curriculum Development

It is a domain of the affiliating University. The teachers as members of BOS contribute to it.

6.3.2 Teaching and Learning

To make greater use of IT and audio visual methods.

6.3.3 Examination and Evaluation

Class tests, selection tests, thorough screening of the answer papers, interaction with parents and guardians about the result.

6.3.4 Research and Development

Encouraging individual research for the pursuit of Ph.D degree, participation in seminars and conferences, carrying out MRPs.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Partially computerized Library, uses OPAC, has library website and federated searching tools, participates in resource sharing network INFLIBNET

6.3.6 Human Resource Management

NSS & NCC programmes help the all round development of the personality and skill of the students. Seminars create awareness and provide new career options.

6.3.7 Faculty and Staff recruitment

Faculty recruitment is made through recommendation of West Bengal College Service Commission. Staff is selection is done through interview of candidates.

6.3.8 Industry Interaction / Collaboration

None. It is not a technical college. There is no interaction or collaboration with the industry.

6.3.9 Admission of Students

Open fair and transparent, strictly according to published merit list based on applications received, maintain the reservation policy of the Govt

6.4 Welfare schemes for

Teaching	Co-operative Society
Non teaching	Co-operative Society & Festival advance
Students	Aid Fund for financially insolvent students

6.5 Total corpus fund generated

| 14.5 lakh |

6.6 Whether annual financial audit has been done   Yes | √ | No | |

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University	Yes	Principal
Administrative	Yes	DPI	Yes	Principal

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes | | No | √ |

For PG Programmes   Yes | | No | √ |

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not applicable

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not applicable

6.11 Activities and support from the Alumni Association

Nil

6.12 Activities and support from the Parent – Teacher Association

A Parent-Teacher meeting has been held regularly before test examination and after the publication of the result of the test examination either to inform the parents or guardians about the development of the students or to be informed of the problems faced by the students outside the college. Sans this the local stakeholders have come forward to discuss various aspects for the benefit of the college. The guardians are mostly satisfied with the services provided to the students inside and outside of the college. They also render various suggestions for smooth running of the college during the meeting and outside the meeting.

6.13 Development programmes for support staff

> Granted permission to attend seminars and workshops organised by the university regarding examination, admission and such other matters.

6.14 Initiatives taken by the institution to make the campus eco-friendly

> Enhancement of the green look of the campus is a permanent concern of the college. Plantation, Cleaning up of the college campus, Rain water harvesting are some of the measures adopted.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> College has begun to personally contact the students who have unsatisfactory attendance in classes and interacts with the parents about the problem. College parents face to face is conducted after the results of selection tests are declared.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

> SSR prepared and uploaded with the active help of all the component organs of the institution. Teaching learning process adjusted to the changed demands created by the change of affiliating university. To maintain the educational environment the college administration is assisted in matters like online admission, regular classes and conducting selection tests or arranging university examinations.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

> - Publication of Merit List for Admission and all the necessary information on the College Website.
> - To give top priority to the arrangement of regular classes.
> - To make use of the service of qualified Group D staff to solve the problem of absence of sufficient Govt. appointed clerks.

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

> NSS and NCC programmes are held to promote environmental awareness and protection. Specific programmes like Tree Plantation, Cleaning up of the college campus, Rain Water Harvesting etc contribute to these goals.

7.5 Whether environmental audit was conducted?   Yes | √ | No | |

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

> The college has been able to attract increasing number of students every year. The performance of the students is satisfactory. But the college suffers from lack of permanent teachers and adequate infrastructure. Absence of adequate financial resource is also a problem. The college feels confident to overcome these.

8. **Plans of institution for next year**

> - To prepare properly for the second cycle of NAAC accreditation.
>
> - To continue the demand for adequate number of faculty members
>
> - To make the campus more eco-friendly

*Name __Dr.Partha Pratim Bandyopadhyay_*   *Name _Dr. Sukanta Bhattacharyya*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____