

The Annual Quality Assurance Report (AQAR) of the IQAC

2016-17

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:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:
(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:

Web-link of the AQAR:

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	1 st Cycle	B	2.21	2009	29.09.2014
2	2 nd Cycle	B+	2.58	2016	01.12.2021
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

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

2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted 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
- vii. AQAR _ 2015-16_ submitted to NAAC on 13/02/2019

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

01

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held 4

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

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 to get everything ready before the visit of the Peer Team for the second cycle of NAAC accreditation.	1. The NAAC Peer Team visited the college on 7-9 Nov 2016. The institution presented its united strength in front of the peer Team which was highly appreciated. NAAC accorded the status B+ and a CGPA of 2.58.
2. All the different components of the	

<p>institution should work together to maintain the academic activities while preparing for the NAAC peer Team visit.</p> <p>3. To extend all out cooperation to the administration to take measures as per the NAAC recommendations</p> <p>4. To adjust the teaching learning process of the College after the affiliating University switches over to the semester system.</p> <p>5. To help the authority with the process of admission as in other years, to frame and implement the new class routine and the new system of examination to maintain the educational environment.</p>	<p>2. Even when the preparation for the ensuing Peer Team visit was on, the classes were held regularly and the first semester students had their internal exams on time and under usual strict supervision.</p> <p>3. Sat with the college administration to study the NAAC recommendations and considered the way to best implement them.</p> <p>4. The teachers willingly travelled the extra mile to prepare themselves for the rigours of the new syllabus of the new system. Along with the teachers the administration and the office staff tried their best and coped with the confused scenario of dealing with three batches of students studying under two different universities and pursuing three different courses.</p> <p>5. In spite of the involvement with the Peer Team visit all the usual academic and administrative affairs were carried on with sincerity. Admission has been done online and in a transparent manner. Classes were held regularly. Internal exams for semester I and Selection Tests for others were held in time</p>
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** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

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	4	x	x	x
Innovative	x	x	x	x

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

CBCS & Elective option

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	15
Trimester	0
Annual	15

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**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 affiliating university has introduced CBCS from the current year. The syllabus has been overhauled. The attitude is to incorporate a wider area, introducing the students to hitherto unknown territories.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors/ Principal	Others
22	16	5	01	28

2.2 No. of permanent faculty with Ph.D.

7

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
8	7	0	0	0	0	0	0	08	7

2.4 No. of Guest and Visiting faculty and Temporary faculty

PTT &
CWTT 28

Visiting 0

GUEST 07

** 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	03	15	04
Presented papers	03	12	02
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

264

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

63

2.11 Course/Programme wise

distribution of pass percentage : BA, BSc & BCom Part III Exam 2016

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA Bengali (H)	31		0	26		83.87
BA English (H)	23		0	16		69.56
BA Geography (H)	22		2	16		85.71
BA Hindi (H)	12		3	9		100
BA History (H)	06		1	303		50.00
BA Philosophy (H)	06		1	3		66.67
BA Political Sc(H)	04		0	04		100
BA Sanskrit (H)	13		0	11		84.61
BSc Computer Sc (H)	22		7	12		86.36
BSc Mathematics (H)	02		0	01		50.00
BCom Accountancy (H)	12		0	07		58.33
BA General	157		0	61		33.12
BSc General	0		0	0		00
B Com General	7		0	2		28.57

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

IQAC contributes to the Teaching-Learning process by offering plans and suggestions to the authority. It monitors the process through feedbacks and evaluates by analysing performance of the students.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	Nil
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	01
Faculty exchange programme	Nil
Staff training conducted by the university	01
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	13	02	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
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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	1	6	8	2
Outlay in Rs. Lakhs	1.03250	8.72500	11.76850	2,04250

3.4 Details on research publications

	International	National	Others
Peer Review Journals	06	--	--
Non-Peer Review Journals	--	---	--
e-Journals	01	--	--
Conference proceedings	--	10	01

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 <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

ii) Without ISBN No.

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 CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	NIL	NIL	NIL	NIL	7
Sponsoring agencies	NIL	NIL	NIL	NIL	NIL

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

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
NIL				01		

* Srabanti Ghosh, Asstt. Prof. in Geography has been admitted to PhD degree by Calcutta University.

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

02

09

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 SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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. The students also carried out cleaning programmes at the village and Mankar Hospital
- Free health check up camp was organised in collaboration with Gour iDevi Hospital & Medical Research Centre, Durgapur.
- Blood donation camp and thalassemia detection 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 Addiction and its prevention, Mosquito borne diseases and protection from them.

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	10.03			10.03
Class rooms	32			32
Laboratories	07	01	Own fund	08
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: 2016-17

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13375	623870	1027	247858	14402	749686
Reference Books						
e-Books	N LIST		N LIST			
Journals	6		0		6	
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	Departments	Others
Existing	81	34	10			9	13	15
Added	7	Nil	Nil	Nil	Nil	1	6	Nil
Total	88	34	10			10	19	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

4.51

iii) Equipments

2.04

iv) Others

0.41

Total :

6.96

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Regular 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
1571	--	--	--

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men	No	%	Women	No	%
	807	51.3		764	48.6

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
735	312	74	321	nil	1442	862	350	66	293	nil	1571

Demand ratio 1:4.6

Dropout % 7.2

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 SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

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

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
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 National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	22	7740
Financial support from government	643	5579000
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: No major grievance received during the year.

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

Increasing use of IT and audio visual methods.

6.3.3 Examination and Evaluation

Internal exams, 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 selection is done through interview of candidates.

6.3.8 Industry Interaction / Collaboration

None

6.3.9 Admission of Students

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

6.4 Welfare	Teaching	Co-operative Society	schemes for
	Non teaching	Co-operative Society & Festival Advance	
	Students	Aid Fund for financially insolvent students	

6.5 Total corpus fund generated Rs. 59.61Lakh

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 performance of the students or to be informed of the problems faced by the students. The guardians are mostly satisfied with the services provided to the students inside and outside the college. They also render various suggestions for improving the activities of the college.

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

Plantation of saplings every year by the college and methodically by NSS and NCC units, Cleaning up of the college campus is done regularly. Attempts are undertaken to make the campus a plastic-free zone. Medicinal plant garden is set up. Rainwater harvesting has been started. Green audit is done.

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 contacts 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

NAAC Peer Team visit was held successfully on 07, 08 & 09 November 2016. The college has been accredited this time at Grade B+ with CGPA 2.58, an increase of 0.37 above the earlier status. Teaching learning process continued as usual by the side of the involvement with the NAAC visit. First SEM internals were held in time. 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 apply for adequate number of teaching and non-teaching staff.
- To pay attention to the recommendations of NAAC.
- To introduce add-on courses

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____***_____