



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		MANKAR COLLEGE
Name of the head of the Institution		Dr. Sukanta Bhattacharyya
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03432517269
Mobile no.		9609635334
Registered Email		sen.kallol@gmail.com
Alternate Email		mail@mankarcollege.org
Address		Bhatkunda Highway, Mankar
City/Town		Mankar
State/UT		West Bengal
Pincode		713144
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Kallol Sen
Phone no/Alternate Phone no.	03432517269
Mobile no.	9609635334
Registered Email	sen.kallol@gmail.com
Alternate Email	mail@mankarcollege.org

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://mankarcollege.ac.in/Pdf/AQAR/AQAR_2017-18.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://mankarcollege.ac.in/Pdf/Academic-calendar/2018-2019.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.21	2009	30-Sep-2009	29-Sep-2014
2	B+	2.58	2016	02-Dec-2016	01-Dec-2021

6. Date of Establishment of IQAC	02-Dec-2009
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Academic Mentoring for the students of General	13-Mar-2019 1	94

course of 4th Semester		
Academic Mentoring for the students of General course of 4th Semester	12-Mar-2019 1	106
Academic Mentoring for the students of General course of 2nd Semester	07-Mar-2019 1	172
Academic Mentoring for the students of General course of 2nd Semester	06-Mar-2019 1	186
Submission of AISHE Report of 2018-19	26-Feb-2019 0	0
Orientation of 1st Semester students regarding CBCS syllabus and rules & regulations of the institution	07-Aug-2018 1	334
Orientation of 1st Semester students regarding CBCS syllabus and rules & regulations of the institution	06-Aug-2018 1	312
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Mankar College	Infrastructure Development Grant, RUSA 2.0 Grant	RUSA, Govt. of West Bengal	2018 365	10000000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No
Upload the minutes of meeting and action taken report	No Files Uploaded !!!

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
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12. Significant contributions made by IQAC during the current year(maximum five bullets)

• IQAC carried over the process of academic mentoring of students and continued the endeavour of taking student feedback for the benefit of the students and evaluation of the teachinglearning process. • Recommended the Governing Body to take necessary action to fill up posts of head clerk and cashier and approve the creation of some teaching and nonteaching posts. For the smooth running of academic activity, IQAC requested the Governing Body to resolve to appoint few guest teachers for different subjects. • Requested administrative authority to start utilizing the grant of Rs. 1,00,00,000 received as RUSA 2.0 grant. • IQAC took initiative to make a plan to observe 200 years birth anniversary of Pandit Iswar Chandra Vidyasagar on 26th September 2019. • Recommended to introduce 2 years postgraduation course in Bengali for the benefit of the students.

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

Plan of Action	Achivements/Outcomes
<p>1. Academic: Planned to introduce post graduate course in Bengali from the next session. Initiated to continue the process of academic mentoring and include students of 3rd and 4th semester honours under mentorship of departmental faculties. 2. Administrative: Filling up of some teaching and nonteaching posts and form a Selection Committee as per rule for the recruitment of nonteaching staffs. 3. Infrastructural: Utilization of RUSA grant for infrastructural development.</p>	<p>1. The college continued mentoring for students of 1st,2nd , 3rd and 4th semester Honours of all subjects. Permission was granted for introducing post graduate course in Bengali under University of Burdwan from the next session, 201920. The workshop on art craft training was continued in this session also in collaboration with PIDILITE Industries Ltd. 2. Requisitions to fill up vacant nonteaching and teaching posts were placed properly to the competent authority which are expected to be filled up. Selection Committee was constituted and they recommended panels for recruitment of non teaching staffs. 3. Part of RUSA grant has been utilized for construction and utilization has also been submitted to West Bengal RUSA cell.</p>
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
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15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	26-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The college uses different Management Information systems in the admission, administration, library and financial sector. Admission: The whole process of admission is carried out through online mode. According to the instruction of the Higher Education Dept. notification of registration for admission is processed through college website. Student can select subjects under new CBCS system. Lists of eligible candidates seeking admission for different subjects are published in the web portal. The process of fee deposit for admission is managed online to keep the procedure cashless, smooth and hassle free. Administration: College Administrative Management System (CAMS) is used for the management of students' data. After admission all basic data of students including name, address, age, sex, caste category, religion category, subject chosen in different semesters are recorded. List of students enrolled to the university, details of students including subject choice in each semester are available through this system. Library: The library information system is operated through Software for University Libraries (SOUL 2.0) which is an integrated library management software. The software is compliant to international standards for bibliographic format and networking protocols. This has been used in the college library since 2012. It provides a strong support system through data acquisition, cataloguing and circulation. Searching and cataloguing</p>

are done through Online Public Access Catalogue (OPAC). Finance: Financial transactions of college is done through WBIFSM which is an integrated financial management system. Salary and PF of all staffs are operated through this web portal.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Mankar college affiliated to The University of Burdwan, follow the curriculum given by the university. The vision and mission of the college are corroborated with the objectives of the society and reflects the commitment of the Institute towards holistic development of the students and inculcating the social and human values in them through academic, co-curricular and socially meaningful activities. The college vision, mission and objectives are communicated to all stakeholders through college website (www.mankarcollege.ac.in) and admission prospectus. The college level committees prepare guidelines and frameworks to suit the requirements of all the various courses at the departmental level. The Teachers' Council in the conjunction with the, academic, and routine committees of the college and individual departments provides inputs and directions which monitor the effectiveness of the same throughout the session on a regular basis. For the newly introduced CBCS course, the Admission committee and Routine committee along with Heads of the various departments at the college level decides the GE, SEC, and DSE's to be offered. The decision of this committee is given in the prospectus. Based on the The University of Burdwan academic calendar, various departments of the college prepares the academic calendar at the beginning of session. . The departments allocate subjects to teachers and prepare time table. The teaching plan is prepared by respective departments under the guidance of concerned Teachers' council. The teaching, learning and evaluation schedules are strictly as per the Academic calendar notified by The University of Burdwan. The college has well qualified, dedicated and experienced faculty. Departmental sub-committees hold meetings at the end of semesters to discuss and plan in advance the execution. Various course delivery methods are followed by the faculty such as, Lectures, Class presentations, Tutorials, Practical labs, E- learning and Case studies . The college adopt numerous policies for bridging the knowledge gap of the enrolled 'weak' students to enable them to cope with the programme of their choices as well as promote, reward and facilitate 'advanced' learners. This includes scholarships, mentorship, tutorials classes. The entire approach is student centric. The Internal assessment which consists of internal tests, presentations, projects and assignments are conducted to evaluate the performance of students. Continuous review of the progress of syllabus completion performance of the students, association activities are done in the department level meetings on the regular basis. The college infrastructure and facilities are continuously being upgraded to suit the needs of changing curriculum and pedagogy. The college has well equipped laboratories and classrooms with projection facilities for both faculty and students. The renovated well-stocked college library is fully computerized that offers various web based facilities and access to National online databases. The college has five computer labs with Internet connectivity throughout the college campus available for the staff and students. The college has a

Mentoring Programme(for 1st to 4th Semester) for honours students. Feedback is taken from the students regarding curricular issues, college infrastructure, administrative matters and other non academic matters .

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Introduction to GIS	NIL	12/11/2018	12	YES	YES
Web Page Designing	NIL	04/12/2018	24	YES	YES

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	Nutrition(Hons)	02/07/2018
BSc	Chemistry(Gen)	02/07/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BSc	Nutrition(Hons)	02/07/2018
BSc	Chemistry(Gen)	02/07/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	30	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Artist in Me(Basic Course)	03/05/2019	30
Artist in Me(Advance Course)	10/05/2019	4
Spoken English	02/01/2019	30
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Geography(Hons)	33
BA	Geography(Gen)	1
BSc	Computer Science(Hons)	25
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

In order to ensure constant growth of the institution and progress of the students we have put an effective feedback mechanism in place that collects, analyses and implements suggestions from the students to make academic, infrastructural and policy improvements in the college. The outgoing students of UG courses are made to compulsorily fill the feedback form. The names of the students are kept anonymous and confidentiality of the whole process is scrupulously maintained. The feedback is collected from the students in hard copy in a standardized format. The feedback is solicited in academic and nonacademic areas. This feedback is analyzed to develop the roadmap for the academic year ahead and align the interests of various stakeholders with the institutional interests. Further, departmental level feedback is taken from students to enhance the teaching learning process. The analysis of such feedback is done on an institutional level and in case of any grievance the appropriate department initiates an enquiry and proposes suitable action to be taken by the Principal. . The college has also made many infrastructural improvements to provide bigger, better equipped classrooms to the students and fulfill all necessary requirements of space. Feedback of stakeholders is sought regularly about infrastructure and learning resources for ensuring their satisfaction. Accordingly, continuous review of infrastructure and learning resources is carried out by respective committees and the recommendations are integrated for upgrading, maintaining and utilizing physical, academic and support facilities.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Computer Science Honours	45	94	20
BA	Philosophy Honours	37	305	15
BA	Political Science Honours	31	223	17
BA	History Honours	31	225	23
BA	Geography Honours	37	315	28
BA	Santali Honours	25	31	14

BA	Hindi Honours	45	137	30
BA	Sanskrit Honours	37	333	20
BA	English Honours	67	350	39
BA	Bengali Honours	67	602	52
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1858	Nil	57	Nil	Nil

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
57	33	22	2	4	11
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentors play an important role in carving niche for students in their beloved academic institution. This is a continuous process of motivating and encouraging students and also for identifying and helping them to overcome their limitations. Mankar College maintained an informal way of mentoring students from the time of its inception, though the formal mentoring system was introduced recently, from the 2017-18 session. The mentoring programme was organized by individual departments and was done in the following manner: 1. At the beginning of 1st semester, the honours students were divided into groups and allotted to the teachers of respective departments for mentoring. The number of mentees under one mentor varied from 7 to 9 for a semester. For the succeeding semesters the same teacher would continue as mentor for the same students. 2. The lists of mentors and mentees for the first semester duly signed by HoDs and Principal were officially displayed at college notice board. For the students of 2nd year the same mentor (assigned in previous session) continued his/her responsibility. 3. At the beginning of 1st semester class, the mentors arranged orientation programs, whereby mentees were acquainted with the institution, its goals and mission, the facilities available, CBCS structure and the regulations of the affiliating university. 4. Thereafter, heads of the departments arranged meeting between mentors and mentees for the 1st Semester students. The newcomers were also provided with the mentor-mentee list which would continue to be active for the next two years. 5. During the ongoing session two or three meetings were arranged to address the common issues with all the students, like – issues relating to economic backwardness, academic performances and result of students, free mixing of different genders, problems of verbal communication and problems relating to studying English version books. 6. Few special meetings were arranged by individual mentors for economically backward students, slow learners and students' having psychological problems, if any. The general psychological issues like – stress, anxiety, fears of failure, marriage issue of female students were intimately dealt with by the mentor who also encouraged the students to overcome the problems. 7. Along with this, students were encouraged to participate in sports, cultural activities, cultural competitions, to bring out wall magazines to stimulate their creative skill and leadership ability. The final

year students were advised or guided for selection of right career opportunity according to their quality and motivation. 8. At the penultimate stage of the programme all the departments submitted detailed information of mentoring programme to the Principal. On analysis it was found that students' attendance was one of the pertinent issues for mentoring followed by communication gaps and problems relating to English version books. Needless to say that majority of students of Mankar College came from remote underdeveloped rural areas and that a large portion belonged to marginal section of society. Economic crisis played a vital role in framing insecurities and barriers for their pursuit of higher studies. Low attendance, year drops, complete drop outs were manifestations of this crisis.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1858	57	1:33

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
28	22	6	Nil	7

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	NIL	Nil	NIL
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	AH	Year	08/05/2018	18/07/2018
BA	AP	Year	08/05/2018	18/07/2018
BSc	SH	Year	11/05/2018	07/07/2018
BSc	SP	Year	11/05/2018	07/07/2018
BCom	CH	Year	21/04/2018	07/07/2018
BCom	CP	Year	21/04/2018	07/07/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Mankar College follows the guidelines of internal assessment approved by the University of Burdwan. The guideline suggests three modes of internal assessment, these are - class test, assignment and seminar presentation. In addition to this, the whole assessment system is divided into three components. First (C1) and second (C2) components are internal evaluations to be conducted by respective departments. First one was conducted during the first two month of each semester and the second one was conducted after third to fourth month of each semester. Component three (C3) would consist of students' attendance.

However, the 3rd years Students (5th Semester and 6th Semester) of the college were registered with Kazi Nazrul University, and therefore they were evaluated through MCQ, assignments and viva as per Kazi Nazrul University guidelines.

Internal assessment is arranged by the internal assessment committee. The committee frames schedule of assessment subject-wise and paper-wise after discussion with principal and all HoDs in a meeting. Afterward, the students are informed about the modalities of assessment in advance (suggested modes by university, mostly MCQ). Such assessments are made twice for each semester. Along with this, individual departments initiate various reforms to evaluate the performance of students. Some of them are given below: 1. Regular class test: Adopted by Departments of English, Hindi, Sanskrit, Geography, Economics, Computer Science Mathematics and Chemistry. 2. Mini project: Initiated by Departments of Computer Science and Philosophy. 3. Poster Presentation: Done by Department of History. 4. Students' seminar: Conducted by Department of Geography for 2nd semester. 5. Power point presentation: Arranged by department of Sanskrit for 4th semester students. 6. Surprise test: Conducted by Departments of Bengali and Mathematics. 7. Letter and report writing session: Arranged by department of Sanskrit in Devnagari and Brahmi script to evaluate the language skill of 4th and 6th semester students. 8. Practical examinations: Arranged by all the departments of Computer Science, Mathematics, Physics, Chemistry, Geography and Physical Education. 9. Online test: Conducted by Department of Computer Science. 10. Viva-Voce: Conducted by majority of departments to observe and note seriously students' aptitude, comprehension skill and explanation ability.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Mankar College, being affiliated to the University of Burdwan follows the academic calendar designed by the University of Burdwan. Each year the college prepares its own academic calendar, taking into consideration the holidays notified by the University of Burdwan. The purpose of setting up tentative/scheduled dates in advance through the Academic Calendar is to facilitate the teaching departments, the NSS and the NCC units as well as the college authority to plan individual and collective programme and events in a methodical way. In addition to this, it helps the students to map their academic and extra-academic activities for the year. The phases related to the preparation of the academic calendar for the session 2018-19 were as follows: 1. A meeting was convened by the Academic Committee on 04/07/2018. The Principal presided over the meeting. All members of the Academic Committee, IQAC Coordinator, all HODs, Coordinators of Internal Assessment Committee, Sports Committee and Cultural Committee attended the meeting. 2. To begin with, the dates of holidays declared by the University were marked on the Academic Calendar. In keeping with the instruction of the University a couple of local holidays were inserted. The foundation day of the college was also added to the list. However, the total number of teaching days set by the University of Burdwan was never violated. 3. Following the existing instruction from the University of Burdwan, tentative dates of internal assessments, Component 1 and Component 2, of semester I and semester III students were scheduled in the third week of September, 2018. As the fifth semester batch was affiliated to Kazi Nazrul University, their internal assessment, only one test of 10 marks, was decided to be held in the 2nd week of November. The tentative dates of internal assessments for even semester students were to be scheduled after the completion of odd semester examinations with the provision to be rescheduled according to the state of affairs in reality. 4. Next dates discussed and settled were the tentative dates of annual sports (1st week of December), annual cultural competitions and cultural programme (4th week of November) keeping in mind the expected days of university examinations and internal assessment. 5. The prepared academic calendar was then put upon the college

notice board, and posted on the college websites. 6. It should be noted that the actual dates of University examinations notified by the university would be incorporated in the academic calendar later as per the relevant university notification.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://mankarcollege.ac.in/Co-po.aspx>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BNGH	BA	Bengali Honours	43	37	86.05
ENGH	BA	English Honours	27	24	88.89
SNSH	BA	Sanskrit Honours	18	8	44.44
HINH	BA	Hindi Honours	26	11	42.31
GEOH	BA	Geography Honours	30	29	96.67
HISH	BA	History Honours	12	8	66.67
PLSH	BA	Political Science Honours	9	6	66.67
PHIH	BA	Philosophy Honours	14	9	64.29
COSH	BSc	Computer Science Honours	29	27	93.10
MTMH	BSc	Mathematics Honours	14	10	71.43

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://mankarcollege.ac.in/Pdf/Feedback/Feedback%20Report%202018-19.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding	Total grant	Amount received
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		agency	sanctioned	during the year
Total	0	NIL	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NATAK THEKE NATYA	ENGLISH AND BENGALI	18/09/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nil	NIL
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	English	1	1.86
International	Mathematics	2	6.82
International	History	1	0.91
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
COMPUTER SCIENCE	2
BENGALI	6
ENGLISH	4
MATHEMATICS	1
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Infrapolitics of the Baajikars: Peripheral people, Simulation and the World of Emotions of Tarasankar Bandopadhyay	Mimasha Pandit	Asian Studies	2018	2	MANKAR COLLEGE	2
Symmetric band structure preserving finite element model updating with no spillover, Mechanical Systems and Signal Processing	Suman Rakshit, (with S R Khare, B N Datta)	Mechanical Systems and Signal Processing	2018	7	MANKAR COLLEGE	7
Two-Echelon Supply Chain Model for Deteriorating Items in an Imperfect Production System with Advertisement and Stock Dependent Demand under Trade Credit	Sujata Saha, (with Tripti Chakrabarti)	International Journal of Supply and Operations Management	2018	8	MANKAR COLLEGE	8
Manufacturing History:	Swati Roy Chowdhury	International Journal of	2019	0	MANKAR COLLEGE	Nil

Re-Reading Late Nineteenth And Early Twentieth Century Australian History Text Books		Cultural Studies and Social Sciences				
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nill	Nill	Nill	NIL

No file uploaded.

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	3	2	Nill
Presented papers	6	4	Nill	Nill
Resource persons	1	Nill	Nill	Nill

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
AIDS Awareness Rally in Mankar Village	NSS Units NCC	7	130
Seminar on Blood Donation Motivation	NSS UNITS	9	92
Seminar on Awareness Campaigning Regarding Vector Borne Disease and its Control Measures	NSSUnits	10	100
Swacchta Hi Seva Programme- Cleanliness is Godliness	NSS UNITS	2	25
Exhibition by the	NSS units	4	60

trained participants of Art Craft workshop			
Distribution of certificate among participants attending workshop of Art Craft (Fabric) Training	NSS units	4	45
Swachhta Pakhwara programme including oath taking, college campus cleaning, cleaning and awareness programme at adopted village, swachhata rally	NSS units	10	100
Cleaning of statue in Mankar Hattala, Mankar Hattala Busstand, awareness through mass mobilization and Cleaning own institute	NCC Unit	4	52
Sapling Plantation in the college premises	NCC Unit	3	40
Observation of National Forest Week by planting watering, manuring and nurturing trees at the college campus	NSS Units	8	40
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nil
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Clean and Green College campaign	College Authority	Seminar on One Step Towards Cleanliness	25	70

Regular Student welfare programme	College Authority in collaboration with District Health and Family Welfare Samity, Purba Barddhaman	Tobacco Awareness Programme under NTPC	20	80
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nil	Nil	NIL
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nil	NIL	Nil
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
15851000	14757739

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added

Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Laboratories	Newly Added
Class rooms	Newly Added
Campus Area	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL 2.0	Partially	2.0	2012

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	14644	851786	769	194112	15413	1045898
Reference Books	377	138746	Nill	Nill	377	138746
e-Books	6988727	Nill	Nill	Nill	6988727	Nill
Journals	6	5900	Nill	Nill	6	5900
e-Journals	6293	Nill	Nill	Nill	6293	Nill
Digital Database	1	Nill	Nill	Nill	1	Nill
CD & Video	16	1000	Nill	Nill	16	1000
Weeding (hard & soft)	104	5918	Nill	Nill	104	5918
No file uploaded.						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Subrata Mondal	Precolonial China (DSE-3)	College Website	08/01/2019
Amitava Bondyopadhyay	Applet (CC-3)	College Website	08/01/2019
Kunal Kumar Mandal	Moore and Mealy Machines (CC-12)	College Website	12/09/2018
Dr. Arijit Bhattacharyya	Baul Philosophy and Lalon (CC-1)	College Website	12/09/2018
Dr. Arijit	T HARDY (CC-13)	College Website	08/01/2019

Bhattacharyya			
Sandipan Ganguly	Concept of Limits to Growth (DSE-3)	College Website	08/01/2019
Sandipan Ganguly	Earth's Interior (CC-1)	College Website	12/09/2018
Bijay Mondal	John Stuart Mill-Converted (CC-1)	College Website	12/09/2018
Sujit Banerjee	Dividend Decisions (CC-13)	College Website	08/01/2019
Tapas Kumar Gangopadhyay	Document on Loss of Profit Insurance Policy (CC-1)	College Website	12/09/2018
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	88	5	1	3	0	10	52	100	16
Added	0	0	0	0	0	0	0	0	0
Total	88	5	1	3	0	10	52	100	16

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
300000	298974	800000	794508.85

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The College ensures the optimal allocation and utilization of the funds for maintenance of infrastructure and purchase of new equipment. The proposal for the same is submitted to the College. The Purchase Committee of the College reviews the proposal, which is further approved by the Principal. The quotations are invited and the equipment is purchased from the vendor with the lowest quote (as per Govt. of India). The record of the equipment is maintained in the stock register. At the end of the financial year, the College carries

out an external Financial Audit approved by Government of West Bengal. The various functions of the College are carried out by the committees constituted by the Teachers' Council. The garden is maintained by one Mali (contract basis) after the retirement of permanent "Mali" of the college. The upkeep of library is done by the Librarian and staffs of library, guided by the Library Committee. The security of the College is maintained by the security guards. A number of CCTV cameras have been installed to monitor the infrastructure. Physical verification of the laboratory equipment is done every year to ensure the maintenance of laboratories. The Generator, Water Tanks, Motors and R.O System are maintained through the AMC with the respective companies. Computers are also maintained through the AMC with a related company. There is a separate company that takes care of all online systems, guided by the Website committee of the college. Fire extinguishers are installed and are checked regularly. A civil contractor has been engaged to undertake construction and maintenance work as when required. It is done by inviting tenders. For electrical maintenance works there are two electricians in the Campus, guided by college's permanent "Electrician cum Care Taker" staff. There is a separate Sport committee for all sport related activities including maintenance of sports ground and sports equipments, gym etc. This particular work is well guided by the Physical Education Department of the college. For plumbing works one plumber(out sourced) have also been engaged He is also guided by one permanent staff of college. There are two Sweepers appointed for the regular cleaning. Twice a day, all the classes and toilet blocks are cleaned. However, in cleaning, minimum acid use policy is followed.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Full/Half Freeship	70	62142.5
Financial Support from Other Sources			
a) National	Swami Vivekananda Merit Cum Means, Kanyashree, Oasis, Nirman Karmi	855	9477500
b)International	NIL	Nil	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Basic Course on Preparation of Power Point Presentation	18/03/2019	18	Department of Geography
Advance Course on Excel	25/03/2019	25	Department of Geography
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	1

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	TCS , AUTHENTIC SOLUTION	14	2
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	1	B.Sc. (Hons.)	Computer Science	The University of Burdwan	M.Sc. in Computer Science
2018	1	B.Sc. (Hons.)	Computer Science	Aliah University	MCA
2018	7	B.A. (Hons.)	Bengali	The University of Burdwan, Kazi Nazrul University, Visva-Bharati University	M.A. in Bengali
2018	4	B.A. (Hons.)	English	The University of Burdwan, Kazi Nazrul University	M.A. in English
2018	7	B.A.	Geography	The	M.A. in

		(Hons.)		University of Burdwan, Kazi Nazrul University, Vidyasagar University, Visva-Bharati University	Geography
2018	3	B.A. (Hons.)	Hindi	The University of Burdwan, IGNOU	M.A. in Hindi
2018	1	B.A. (Hons.)	Philosophy	The University of Burdwan	M.A. in Philosophy
2018	3	B.A. (Hons.)	Sanskrit	The University of Burdwan	M.A. in Sanskrit
2018	1	B.A. (Hons.)	Sanskrit	Kazi Nazrul University	MSW
2018	1	B.A. (Hons.)	Bengali	Gobindapur Sepsali Memorial PTTI	B.Ed.

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	5
Any Other	2
Any Other	1

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Exhibition Competition	Institutional	270
Annual Cultural Competition	Institutional	78
Annual Sports Competition	Institutional	200
Teachers Day	Institutional	150
Independence Day	Institutional	50
Rabindra-Nazrul Jayanti	Institutional	140
International Mother Language Day	Institutional	190

Birth Ceremony of Pandit Raghunath Murmu	Institutional	80
Hindi Pakhwada Utsav	Institutional	125
Republic Day	Institutional	50
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	NIL	Nil	Nil	Nil	Nil	NIL
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

As per the statute of the University of Burdwan, the students' union is formed every year by the elected representatives of all the different classes. The students' union was not formed this academic year (2018-2019) as per the directions of the department of higher education, Government of West Bengal but usually the Students' Union has traditionally played a very constructive role and looked after the welfare of the students. It safeguards the interest of both the students and the institution. The Student Union always joins hands with faculty members and college administration to ensure the overall development of the college. Student Union organizes different cultural programs to observe important days such as 'Netajis Birthday', 'Republic Day, 'Rabindra Jayanti', 'Nazrul Jayanti', and Independence Day ', ' Annual Cultural Program, Fresher's Welcome, etc. on the college campus. Participation of students in the students' union helps in the development of their organizational skills. Every year students' union organizes annual college exhibitions on the college campus.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college believes in decentralized governance and Participative management. Teaching and nonteaching staff members share the administrative responsibility of the college and contribute in smooth working of administrative machinery. Operational autonomy is given to following units of the college. • Governing body • Teachers' council • Sub Committees constituted by teachers' council • Departments under their respective Head of the Departments (HOD). The following administrative roles and responsibilities are vested with the members of the teaching staff: • Representatives in Governing Body: Three teachers and one representative of the non-teaching staff of the college are members of the GB and are involved in every decision of the body. • IQAC: Constituted as per NAAC guidelines, teaching, and an external member. • Bursar: Appointed by Principal on approval of the Governing body. He or she supervises the various financial matters related to college and property accounts and their audit. He/she is also responsible for proper utilization and disbursements of funds in the college. • Examination Committee: democratically formulated by the teachers' council, they are responsible for smooth conduct and supervision of semester end final examinations in the college. • Head of the Department: Senior most full time faculty of the department are vested with this duty and responsibility to ensure smooth running of the academic works of the department in collaboration with the other teachers of the department. • Nodal Officer: Responsible for collaborating with government agencies and civil authorities on behalf of the college. He/she acts as a Public relations Officer of the college. • Teachers' Council Committees: Committees play a significant role in smooth functioning of the college. These are led and managed by Teachers' Council Secretary, appointed in the Staff Council. Committees like Purchase, Timetable, Development, Library, Research, Sports, Journals, Women's Grievance Cell, Anti Ragging Cell etc. take important academic and co curricular decisions. At end of session, all committees present their report for the year and discuss future course of action in Teachers' Council. • Building Committee: Teachers participate in decision making along with GB members. Teachers are actively involved in decision making in purchases for an upcoming new block of the College building.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	The admission process in Mankar College is highly transparent and consistent. The rules and regulations of the University of Burdwan are strictly adhered to. ? The entire admission process is published in the college prospectus. ? The admissions are purely merit based. For admission to any course in the college, the candidates are required to fill the university centralized application form. ? The cut-off lists of various courses are displayed on the college websites and college notice board. ? The admission form and procedure of the college is completely online. ? Each application is processed and analysed

very carefully at many levels. The applications are judged on merit and marks are verified personally by the college faculty. ? The college strictly follows the reservation policies of the Government of India for admission of students from SC, ST, OBC, PH categories and Armed Forces/Sports quota. ? The admission process is reviewed and necessary amendments are made, wherever required, by the Staff Council on an annual basis. ? Each student and his/her parents sign an undertaking regarding attendance rules and anti ragging activities.

Industry Interaction / Collaboration

Workshops, seminars, awareness programmes are organized by the college which involves eminent resource persons from industries and institutes of higher learning. Existing MOU with MUC Women's College, Burdwan continues to provide benefits to the students of the college.

Human Resource Management

People associated with the college management, academics and administration form its integral part. Utmost care is taken to manage the biggest asset of the college, human resource. In addition to the welfare schemes and facilities for staff enumerated in section 6.4, following measures are adopted for managing human resource: ? Personal files and data are well recorded and maintained. ? The college has computerized account keeping and administrative system. Pay-slips and PF statements of employees are transmitted electronically. The superannuation benefits are also provided promptly. ? Bonus: Festival Bonus is provided to the NTS (Non-Teaching Staffs) prior to Durga Puja and Eid. ? All leave rules as per the University of Burdwan statutes are adhered to. ? The authority has an open-door policy to listen to grievances and problems of employees and efforts are made to redress the same promptly.

Library, ICT and Physical Infrastructure / Instrumentation

Total number of books in the library is 15790. The library has a subscription of 3 magazines and 2 newspapers. ? Books are partially bar coded and can be tracked easily through Online Public Access Catalogue (OPAC). The students use these resources and enhance their knowledge by spending quality time in the encouraging

environment of the library in the college. ? All teachers are provided separate login IDs to have access to the INFLIBNET e-journals within and outside the campus. ? students have restricted access to the college library printing, scanning and photocopying services. ? The library has a collection of syllabi and past year university question papers of undergraduate courses offered by the University of Burdwan. ? There are over 16 CDs of various books available in the library. Digital reference Services are used to provide satisfactory answers to the varied queries of the students and the faculties alike. The college sports ground has been developed to state level sports standards to allow the students of the Physical education Department space to practice and they have greatly benefitted from the same as many honours and awards have been won by the students of the college for this change.

Research and Development

Within the rules of UGC, study leave with full remuneration is provided to staff for PhD, postdoctoral research work, duty leave is granted for attending workshops and training programmes. Teachers of the college are encouraged to attend conferences and seminars and undertake research projects. The college has an Academic Research Cell (ARC) to encourage and support the faculty to take research projects. This cell performs the following major functions: ? Encouraging interdisciplinary research. ? Motivating the faculty of each department to publish articles. ? Monitoring the progress of projects sanctioned to the college.

Examination and Evaluation

Students are informed about the distribution of marks of internal assessment on the departmental orientation day and during regular classes as well. ? The departments hold regular meetings to ensure that the teachers take regular class tests, as a part of the initiative taken by the college for effective evaluation of the students. ? The attendance and internal assessment marks (assignments, tests and projects) are personally discussed with students and the Principal

personally discusses it with parents and guardians for upgrading the performance of under-performing students. ? A detailed form provided by the University of Burdwan compulsorily have to be filled by each of the teacher indicating which papers are currently taught by them so that their names occur in the evaluation schedules of these papers in the evaluation centre. The centralized evaluation schedule of the university is communicated to the teachers. It is mandatory for all faculty members to participate in the central evaluation process.

Teaching and Learning

Teaching is supplemented with workshops, educational tours, laboratory visits, field trips. Excursion to the National Museum, Kolkata for History department students. Field trip for students organised by Geography Department. On 07/08/2018 a seminar was organized on "One Step Towards Cleanliness". A joint seminar by Bengali and English department on "Natoker theke Natya" on 18/09/2018 where theatre personality Sri. Priyotosh Roy delivered a lecture and interacted with the students. Hindi Department observed Hindi Pakhwada by organising a daylong program on 19/09/2018. The NSS unit I and II played a key role in observing "Swachh Hi Seva" on 24/09/2018 and organised an Art Craft Exhibition to exhibit various arts and craft goods created by the students. Dr. Ujjwal Chowdhury, Superintendent of Mankar Rural Hospital, Burdwan, delivered a lecture in a seminar on "Awareness Campaign Regarding Vector Borne Disease and Its General Measures" on 03/10/2018. A seminar on "Voluntary Blood Donation and Blood Donor Motivation" organised by the NSS where the esteemed speaker Sri. Rajesh Palit, Additional General Secretary, Durgapur Subdivision Blood Donation Motivation Association, spoke to the students regarding the necessity of donating blood on 10/10/2018. The college observed International Mother Language Day on 21st February 2019 where a cultural programme was organised for students. NSS and NCC organised a blood donation camp on 06/03/2019. On 07/03/2019 NSS organised a seminar on "Cancer- Causes and

	<p>Awareness" where a lecture was delivered by Dr. Ujjwal Chowdhury, Superintendent, Mankar Rural Hospital, Burdwan. On 28/03/2019 a Tobacco Awareness Programme was organised by NCC in association with the District Health and Family Welfare Samity, Purba Bardhaman. On 17/5/2019 College the college observed Rabindra-Nazrul Jayanti where cultural programmes were organised by the students. On 21/06/2019 International Yoga Day was observed by the NSS and NCC unit in collaboration with Patanjali Yoga Samity, Durgapur.</p>
Curriculum Development	College follows the syllabi designed by the University of Burdwan. Few of the faculty members are part of the Board of Studies.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Time table is planned at the beginning of each session. Academic calendar is planned and uploaded on the website .
Administration	Student data is maintained online. Computer Age Management Service is being used for recording and maintaining student data. Service record of teaching and non-teaching staff is maintained.
Finance and Accounts	WBIFMS powered by the West Bengal State Government is used for pay slips, arrears and pensions of the teaching and the non-teaching staffs.
Student Admission and Support	Students are provided with an opportunity to apply online for college admission. Admission fees are also collected online. The college brochure and merit list of selected students are uploaded on the college website to maintain transparency and to make the process student friendly
Examination	Examination forms are filled online.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	NIL	NIL	NIL	Nil

2018	NIL	NIL	NIL	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Training on PFMS	Training on PFMS	14/03/2019	16/03/2019	4	3
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Short Term Course	1	12/11/2018	16/11/2018	5
RC	1	06/07/2018	26/07/2018	21
RC	1	02/12/2018	24/12/2018	21
OP	1	05/03/2019	01/04/2019	28
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>Following welfare schemes and facilities are provided to the teaching staff of the college: ? Academic Facilities: staff room with Wi- Fi facility and e- resources are available for the employees. ? Leaves: Leave rules of the University are adhered to and employees are granted leave as per their entitlement. ? Thrift and credit society: A</p>	<p>Following welfare schemes and facilities are provided to the non-teaching staff of the college: ? Academic Facilities: staff room with Wi- Fi facility and e- resources are available for the employees. ? Leaves: Leave rules of the University are adhered to and employees are granted leave as per their entitlement. ? Thrift and credit society: A</p>	<p>Academics: ? Students mentoring, seminars and awareness programme, spoken English classes are organized from time to time. ? The library subscribes to periodicals, popular magazines, encyclopaedia and newspaper. ? The college has a fee concession committee comprising of faculty members which recommends and ensures timely implementation of fee</p>

cooperative thrift and credit society managed by the staff is successfully running in the college.

cooperative thrift and credit society managed by the staff is successfully running in the college.

concession scheme to the deserving candidates. A well-defined procedure is followed to scrutinize and select the candidates. ? The college assists the students in getting railway travel concession passes. ? Best Student Award is given to students of Science, Commerce and Humanities stream, to encourage students who excel in academics as well as extra/ co-curricular activities. ? The college encourages students to participate in intra/inter-college cultural and sports competitions. ? Playground and sports equipment are made available to students for games such as football, cricket, volleyball, and athletics. They are also given regular practice sessions and training. ? Every year the college organised its annual cultural festival 'Lahari' in which students participate in events like Educational Stall, and participate in musical and cultural program. ? Kits, uniforms, and refreshment are provided to NCC, NSS volunteers participating in competitions and events at various levels.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

College IQAC constitutes committees for smooth functioning of academic, administrative, and financial activities. The external financial audit is conducted in accordance with auditing standards accepted in India . Academic and financial auditing is also done by IQAC and Teacher's Council internally.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL

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6.4.3 – Total corpus fund generated

1105540

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University of Burdwan	Yes	IQAC
Administrative	Yes	Higher Education Department of the Government of West Bengal	No	NIL

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The College does not have a formal Parent-Teacher Association. However, the college ensures a healthy interaction with the parents. 1. At the onset of the academic year, parents of first-year students attend the Orientation Programme. 2. Parents are encouraged to attend and be present at college organized seminars and cultural programs if any. 3. Principal meets the parents of underperforming students personally to discuss means and measures to ensure the upliftment of their future performance.

6.5.3 – Development programmes for support staff (at least three)

1. Hands-on training on PFMS by Kunal Kumar Mandal, Assistant Professor, Computer Science Dept., Mankar College from 14-03-2019 to 16-03-2019 and attended by 4 Teaching and 3 NTS. 2. Encouraged to participate the sports in the college. 3. Granted permission to attend seminar and awareness programme organized by the college.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Received rs 10000000 as RUSA 2.0 grant for infrastructural development. 2. 2 additional classrooms were arranged for the newly introduced subjects of Nutrition and Chemistry. 3. 2 new laboratories were prepared for the subjects of Nutrition and Chemistry.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Orientation of 1st Semester	06/08/2018	06/08/2018	06/08/2018	312

	students regarding CBCS syllabus and rules regulations of the institution				
2018	Orientation of 1st Semester students regarding CBCS syllabus and rules regulations of the institution	07/08/2018	07/08/2018	07/08/2018	334
2019	Submission of AISHE Report of 2018-19	26/02/2019	26/02/2019	26/02/2019	Nil
2019	Academic Mentoring for the students of General course of 2nd Semester	06/03/2019	06/03/2019	06/03/2019	186
2019	Academic Mentoring for the students of General course of 2nd Semester	07/03/2019	07/03/2019	07/03/2019	172
2019	Academic Mentoring for the students of General course of 4th Semester	12/03/2019	12/03/2019	12/03/2019	106
2019	Academic Mentoring for the students of General course of 4th Semester	13/03/2019	13/03/2019	13/03/2019	94
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Cultural Program on Women's Day	08/03/2019	08/03/2019	80	72

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Mankar College endorses and encourages a Tobacco and Plastic Free Campus strictly. Students are not allowed to carry disposable plastics inside. There are metal vats at different places in the campus and they are advised to dispose of such items in the vats if they are found to carry such. An undertaking is taken at the time of admission stating that it is punishable if they are found smoking inside the campus or chewing gutka and other tobacco items. The college also maintains a green campus. There are lots of trees in the campus and plantation programs are arranged at regular intervals to maintain a green ambience in the campus. More than five acres out of 11.069 acres of the total area of the campus is covered with natural and planted canopies and trees. Observation of the national forest week plantation programme at the college campus is also endorsed by the college.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Scribes for examination	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	Nil	1	05/09/2018	1	Essay Competition	Spreading harmony among students	25
2019	Nil	1	18/02/2019	1	Silent Rally to show solidarity with the families of Pulwama Martyrs	spreading Nationalism in the locality	115
2019	Nil	1	21/02/20	1			190

019

Celebrate International Mother -Language Day
Spreading solidarity among students of different languages

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Teachers, Nonteaching Staff members and Administration	01/07/2018	<p>Although the date is written here 1 July 2018 as other date is not being possible to record due to the limitation of this web portal, it is to be remembered that this institution has long been cherishing this ethos. The Institute encourages higher education in fair, scientific and equitable manner. Women's rights, well-being safety of students, communal amity, brotherhood, humanitarian values are prior concerns of the institution. Values spread by Mahatma Gandhi, Rabindranath Tagore, Swami Vivekananda guide us to reach the goals. The teachers and staff are advised to maintain proper balance between professionalism and emotional attachment as our job demands both.</p>

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day	15/08/2018	15/08/2018	50
Teachers' Day	05/09/2018	05/09/2018	150
Foundation Day and Birth anniversary of Ishwar Chandra Vidyasagar	26/09/2018	26/09/2018	65
Celebrating Republic Day	26/01/2019	26/01/2019	50
Rabindra-Nazrul Jayanti	17/05/2019	17/05/2019	140

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. The college encourages a plastic-free campus. 2. The Campus is strictly tobacco-free. 3. The college encourages greenery and tree plantation at regular intervals. 4. The campus has a pond to collect rainwater. 5. Energy saving attitudes are being cultivated on the campus. Fixing LED lamps is also an attempt in this regard.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE 1

1. Title of the Practice: Regular Feedback System

2. Objectives of the Practice: The proverb says, one needs to be tested by others and not by himself. Keeping this in mind Mankar College has developed the practice of obtaining feedback from the main stakeholders of the college, namely the students and teachers.

3. Context: The college authority regularly makes plans regarding the development of the college as well as the students. But in those meetings, the representation of the students is not always possible. Moreover, it can ignore the opinion of the majority. On the other hand, taking feedback from the students can provide us with the expectations and demands of the majority of the students and may help us to serve them a better education.

4. The Practice: Mankar College collects the students' feedback on different aspects, broadly in two subjects - first, students' response to individual teachers regarding their teaching skill, punctuality, capability, and second, students' response regarding overall performance of institution in terms of teaching infrastructure, socio-cultural activities and additional supports. The feedback has been collected from 3rd year students in hard copy form and thereafter has been analysed by adopting arithmetic calculation of Likert scale. Finally, the analysis has been taken into the consideration for the development of infrastructure, teaching learning process and other essential issues. We are also making necessary amendments in the procedure for including other stakeholders like the alumni and the guardians in the process.

5. Evidence of Success: Data from the feedback is analysed annually. And the performance score is updated in the website on regular basis. The 2018 performance score shows gradual improvement from the previous year which is an evidence of success in itself.

6. Problems Encountered and Resources Required: The main problem of involving the guardians is the poor literacy condition. Many of them can not come to college leaving their job or engagements. And they cannot read what is written on the form either. Thus, involving the guardians is a difficult task. Many also lack the time to keep in touch with the college regularly amidst their busy schedule. Online system may solve it partly, but for the poorly literate this is beyond reach. But we are going to include parents in 2019-20.

BEST PRACTICE 2

1. Title of the Practice: Gradual Digitalisation of Admission Procedure, Student Management and Library

2. Objectives of the Practice: Human action guided by nature has loopholes and scopes of imperfection, while technology is often leading us towards perfection and swiftness. Keeping this in mind Mankar College has also decided to embrace updated technological progress to lead the college towards perfection and swiftness.

3. Context: UGC and the Central Government have advised to embrace online admission system to avoid unwanted faults and outside intervention. Worldwide proper digital resources allocation is at its peak now-a-days. And proper management of resources is a mandatory quality for smooth running of any institution. Keeping these in mind the college has decided to encourage this practice for the smooth management of the institution and its resources - both academic and administrative, as well as human.

4. The Practice: Practice makes a mission fulfil its visions. Keeping this in mind the college has introduced certain practices.

- We have made our admission process online, which is managed by neutral outsourcing agencies.
- The library is well connected with the web and world-wide e-resources through OPAC software system.
- Students are

the most important resources for the college. So, we have introduced CAM, which is a computer operated online student management system. • We have also introduced Soul 2.0 in the library management system 5. Evidence of Progress: Certain outcomes suggest the progress of the practice. Such as - • The admission process has become smooth, swift, free of discrepancies and neutral. • Eligible students are getting admission without hazards. • Students have access to a vast sea of academic resources through library and accessing the library has become easier for them as well as for the faculties. • Data regarding students are preserved and used when needed. The hazard of finding them manually has been reduced almost completely. 6. Problems Encountered and Resources Required: Problems Encountered: No change comes without hazards. At the beginning the college had shortage of digitally equipped setup and trained staffs. Financial matters were also involved. Students were not equipped and trained to access digital systems. Gradually, these problems are being taken care of. Most of it has been solved. Resources Required: Now, most of our staffs are trained for these new setups. The office is also equipped with its own server and equipment for embracing these technologies. But with the progress of the College, the number of students is increasing considerably in every academic session. Therefore, more trained staffs are required to manage it, with more computers and another required setup, which means provision for more fund allocation. The college is looking forward to the Government and UGC for solutions.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://mankarcollege.ac.in/Best-practices.aspx>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

As Mankar College is located adjacent to the Jungle mahal of the former Maharaja of Bardhaman, it caters to the demand of large number of people belonging scheduled castes and scheduled tribes. The proof is the demography of the villages in the vicinity of the college. A demographical diversity can be found in the villages around the college. A large number of populations belong to SC, ST and Minority community and many are financially backward. The college encourage the students from these backward areas to enlighten themselves with the blessings of education and shine in life. Even there is a facility to study under Netaji Open University in our campus which allows them to continue education while managing their employment simultaneously. The college has a lush green campus. More than five acres out of 11.069 acres of the total area of the campus is covered with natural and planted canopies and trees. Thus, the college contributes in building and maintaining a campus that encourages awareness on Nature amidst the students and the staffs and keep the air pollution-free within the campus. Ours is an institution which is only thirty two years old and it attracts many first generation learners. But even within these few years it has acquired such a reputation that it even attracts the students from the nearby Urban areas like Bardhaman and Durgapur. This is reflected in the admission details since 2015-16, as the number of the students from urban area is increasing every year in considerable amount. Mankar College is known for its discipline-friendly atmosphere. The staffs and faculties are always advised to maintain the decorum prescribed in the model code of conduct. It is also reputed as a student-friendly college keeping an ambience of gender equity and women safety. Our Sexual Harassment Cell and Vishakha Committee continuously confirm the question of women safety within the campus. In collaboration with PIDILITE the college provides hand-on-training to students interested in handicrafts and art for the last few years. This is also an

endeavour to make them self-sufficient. In rural areas the female students are greatly benefitted from this training. Our college is known for its Department of Computer Science which had introduced Diploma in Computer Science for the first time under The University of Burdwan. Now it runs a full time Hons. course and its students are working worldwide in respectable positions. All these together provide distinctiveness to the college.

Provide the weblink of the institution

<https://mankarcollege.ac.in/Pdf/Institutional%20Distinctiveness.pdf>

8.Future Plans of Actions for Next Academic Year

Academic mentoring of the students is an important tool for evaluating teaching-learning process and mapping of learning outcomes. Continuous mentoring helps to shape an individual's confidence level and helps to grow ethical values. To sustain this endeavour all honours and general students will be treated as mentees under the supervision of the faculties of concerned departments. For general students, a mentoring management team will allocate students under the faculties of departments of their subject choice. Plans are there to arrange classrooms and purchase books for the students of postgraduate courses in Bengali. The existing course on art craft will be continued in the next session also. Soft skill development among students will be carried out keeping in relation with the existing curriculum. All these programmes are expected to be successful in the coming session. As requisitions for filling up of all teaching and non-teaching posts have been submitted to the competent authority, these vacancies are expected to be filled up in the next session which will help in the smooth running of academics and administration. The college has already received RUSA grant of Rs. 1,00,00,000. With this grant, construction has already been started. It is expected the construction will progress a lot in the next session and the new Annex building will be ready to use. The authority will be requested to apply for the second part of RUSA 2.0 fund of 50 lakhs for Renovation and up-gradation under Component 9.