



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		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
<b>2. Institutional Status</b>		

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)	<a href="https://mankarcollege.ac.in/Pdf/AQAR/AQAR_2018-19.pdf">https://mankarcollege.ac.in/Pdf/AQAR/AQAR_2018-19.pdf</a>
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### 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/2019-2020.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

### 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
Orientation of 1st Semester students	22-Jul-2019 1	342

regarding CBCS syllabus and rules & regulations of the institution		
Orientation of 1st Semester students regarding CBCS syllabus and rules & regulations of the institution	23-Jul-2019 1	327
Seminar organized by Department of Sanskrit in collaboration with IQAC	28-Nov-2019 1	250
Seminar organized by Department of Geography & Economics in collaboration with IQAC	26-Dec-2019 1	180
Submitted Institute Data for NIRF 2020	12-Jan-2020 0	0
Submission of AISHE Report of 2019-20	22-Mar-2020 0	0
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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
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

**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

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

- Organized one seminar with the Sanskrit department and another with Geography and Economics department.
- Recommended academic mentoring for all students of Honours and General course of all subjects and continued the process of taking student feedback for the benefit of the students and evaluation of the teaching learning process.
- Requested the Governing Body to approve Audit Report for the year 20172018 20182019.
- Recommended the Governing Body to take necessary action to fill up posts of the bearer and approve the posts of the Assistant Professor as recommended by West Bengal College Service Commission and to recruit guest faculty for PG course in Bengali.
- Requested the authority to apply for the second part of RUSA 2.0 grant of 50 lakhs for Renovation and upgradation under Component 9.

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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 process of academic mentoring for all students of Honours and General courses. Planned to introduce Yoga training for the improvement of physical and mental health of the students. 2. Administrative: Filling up of some teaching and non teaching posts including guest faculty for PG course in Bengali. 3. Infrastructural: Utilization of remaining part of RUSA grant for infrastructural development and apply for second part of RUSA 2.0 grant of 50 lakhs for Renovation and upgradation under Component 9.</p>	<p>1. The college arranged academic mentoring for all students of Honours and General course of all subjects. MOU was signed with PIDILITE Industries Ltd. and Patanjali Yog Samity, Durgapur Unit. Yoga training has started for the students in collaboration with Patanjali Yog Society, Durgapur Unit. 2. Requisitions to fill up vacant nonteaching and teaching posts were placed properly to the competent authority. Existing Govt. approved Part Time Teachers and college appointed Guest Teachers have been redesignated as SACT as per rule (No. 2081Edn(CS)/10M83/2019) from the Department of Higher Education, Government of West Bengal. 3. Utilization of RUSA grant has been submitted to West Bengal RUSA cell. RUSA grant of 50 lakhs under Component 9 though not received , hopefully will be released very soon.</p>
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body, Mankar College	05-Aug-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2020
Date of Submission	22-Mar-2020
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The college uses different Management Information System in admission, administration, library and financial sector. Admission: Entire admission procedure is carried out through online mode. According to the instruction of 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 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</p>

## 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](http://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 four computer labs with Internet connectivity throughout the college campus available for the staff and students. The college has a Mentoring Programme which enables students of all the years to provide feedback to teachers on the 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	Duration	Focus on employ	Skill
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		Introduction		ability/entrepreneurship	Development
Introduction to GIS	Nil	12/11/2019	12	Yes	Yes
Web Page Designing	Nil	04/12/2019	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
MA	Bengali	01/07/2019
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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
MA	Bengali	01/07/2019

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

	Certificate	Diploma Course
Number of Students	42	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	14/02/2020	25
Spoken English	08/01/2020	30
Certificate in computerized Accounting and taxation.	04/12/2019	22
Human Rights in India	07/12/2019	10
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Geography(Hons)	23
BA	Geography(Gen)	7
BSc	Computer Science(Hons)	26
BCom	Accountancy(Hons)	24
BA	History(Hons)	20
BA	History(Gen)	40
BSc	Nutrition(Hons)	11
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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	Yes
Parents	No

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

<p><b>Feedback Obtained</b></p> <p>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 online . 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 a Google form in a standardized format. The form is sent through different whats app groups to the students. 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. The alumni of the college who have moved on to industry or for higher studies additionally give a feedback on how their years in the institution have helped them perform of their places of work/study. The alumni of the college supply constructive tips on helping the students gain extra recognition and improving themselves.</p>
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**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
BA	Bengali Honours	72	513	57
BA	English Honours	72	377	58
BA	Sanskrit Honours	40	253	26
BA	Hindi Honours	49	250	41
BA	Santali Honours	25	28	11



BA	Geography Honours	40	377	36
BA	History Honours	32	270	25
BA	Political Science Honours	32	216	23
BA	Philosophy Honours	40	250	22
BSc	Computer Science Honours	49	117	30
<a href="#">View File</a>				

## 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
2019	2153	4	58	Nil	3

## 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
58	58	22	2	4	13

[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)

Mankar College has earned a reputation because of the care it takes of its students and the sincerity with which it deals with academic issues. The college initiated formal mentoring programme from the 2017-18 session. And now in its third year the system has become a steady one. The step by step initiatives were as follows: 1. The programme was started after commencement of 1st semester classes. The admitted honours students of each department were divided into groups and every individual teacher of the department became the mentor of one particular group. The assigned mentors would remain the same for the next two consecutive years for a particular group of mentees. 2. The lists of mentor and mentee were officially displayed at College notice board duly signed by HoDs and Principal. 3. The mentoring of general course students has been introduced from this year. As the general course students had two main subjects in their course of study, they were made the mentees of any one of these two departments. The Mentoring Management Team performed the task of allocation of departments for all individual students of general course. The department-wise list of students was sent to all the departments. Following this the departments assigned mentors and displayed the list on the College notice board. 4. At the beginning of 1st semester class, the teachers arranged orientation programme, whereby students were acquainted with the institution, its goals and mission, the facilities available, CBCS structure and the regulations of the affiliating university. 5. The heads of the departments arranged meeting between mentors and mentees of 1st Semester and discussed every details of the mentoring system followed in the college. The new students were also provided with the mentor-mentee list which would remain valid for the next two years. 6. During ongoing session meetings were arranged to address the common issues of the students – 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. 7. Few special meetings were arranged by individual mentor for economically backward students, slow learners and issues relating to students' psychological problems. The psychological issues like – stress, anxiety, fears of failure, marriage issue of female students were intimately dealt with by the concerned mentor who also encouraged and guided the students to overcome the problems. 8. Along with the matters related to academic affairs and personal problems, students were encouraged to participate in extracurricular activities like sports and games, cultural activities, cultural competitions. The final year students were advised or guided for selection of right career opportunity according to their quality and mentality. 9. At the penultimate stage of the programme all the departments submitted detailed information of mentoring programme to the Principal. Due to prevailing pandemic situation, this year the mentoring gained in importance. It was found that problem relating to online class (availability of mobile phones, mobile data and networks) became the prime relevant issue for mentoring.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2157	58	1:37

## 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	25	3	4	10

### 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
BCom	CP	Semester	11/07/2019	31/07/2019
BCom	CH	Semester	02/07/2019	31/07/2019
BSc	SP	Semester	11/07/2019	31/07/2019
BSc	SH	Semester	03/07/2019	31/07/2019
BA	AP	Semester	11/07/2019	31/07/2019
BA	AH	Semester	03/07/2019	31/07/2019
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### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Mankar College, being affiliated to the University of Burdwan follows the guidelines of internal assessment notified by the university. This includes the following important features: 1. Suggested modes of internal assessment: Class test, assignment and seminar presentation. 2. Internal Assessment of each course will consist of C1, C2 and C3. The first component (C1) of assessment

shall be arranged during the first two months of each semester. The second component (C2) of assessment shall be arranged within the next two months of first component for each semester. Component three (C3) will consist of students' attendance. Internal assessment is conducted by internal assessment committee. The committee frames schedule of assessment subject-wise and paper-wise after discussion with principal and all HoDs. Thereafter, the students are informed about the modalities of assessment in advance (suggested modes by university, mostly MCQ). This process is done twice for each semester. Along with this, individual departments initiate various reforms to evaluate the performance of students. These are as follows: 1. Regular class tests were taken by Departments of Bengali, Hindi, Geography, Computer Science and Mathematics. 2. Mini projects were initiated by Departments of Philosophy, Geography and Computer Science. 3. Mathematics Department arranged online Power point presentation for 6th Semester Honours Students. 4. Surprise tests were conducted by Departments of Bengali, English, Hindi, Mathematics and Chemistry. 5. Sanskrit department arranged students' seminar for 6th Semester. 6. Department of Sanskrit arranged letter writing and report writing sessions for students (4th and 6th Semesters) in Devnagari and Brahmi scripts to evaluate their language skill. 7. Practical examinations along with viva were arranged by Departments of Geography, Computer Science and Mathematics. 8. Many departments conducted viva-voce to study and understand students' aptitude, especially during lock down session. 9. Department of Geography initiated online mock test to facilitate students for online examination during pandemic through Google classroom. 10. Online Google form quizee by the departments of Bengali, English, Geography, History, Computer Science during lockdown period.

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

Any affiliated college has to follow the academic calendar of the affiliating university, Mankar College therefore follows the academic calendar issued by the University of Burdwan. On receipt of the university publication the college prepares the academic calendar of its own, following carefully the national holidays, state level holidays and number of teaching days as mentioned by the university. Tentative dates for examinations, sports, cultural programme etc. are decided at the beginning of the session to enable the teaching departments, the NSS and the NCC units as well as the college administration to plan activities of the year in a systematic manner. In addition to this, it also facilitates the students to plan their academic and extracurricular activities for the year. The academic calendar for the session 2019-20 was published for the stakeholders following these steps: 1. A meeting was convened by the Academic Committee on 03/07/2019. The Principal conducted the meeting and it was attended by all members of the Academic Committee, IQAC Coordinator, all HODs, Coordinators of Internal Assessment Committee, Sports Committee and Cultural Committee. 2. The holidays declared by the University were marked at the beginning. Following the University guidelines a couple of local holidays along with the foundation day of the college were added. All throughout the process vigilant attention was paid to maintain the total number of teaching days as directed by the University of Burdwan. 3. As per the existing instruction of the University, tentative dates of internal assessment (Component 1 and Component 2) of odd semester students were scheduled. Component 1 internals should be held during the second and third weeks of September, 2019 and Component 2 internals during the 2nd to 3rd week of November 2019. However, the tentative dates of internal assessment for even semesters could only be fixed after the completion of odd semester classes and arrangement of odd semester examinations. These dates would be incorporated later into the academic calendar carefully considering the prevailing situation. 4. The tentative dates of annual sports (1st week of December), annual cultural competitions and cultural programme (4th week of November) were

decided thereafter. The university examination schedules of 2018-19, the previous year, were assumed to be the probable dates (allowing minor deviations) of the examinations this year also. The dates of sports and cultural events were scheduled in such a way that they would not clash with the examination dates. 5. The prepared academic calendar was then displayed on the college notice board, posted in the college websites and a soft copy was shared with all the different WhatsApp groups of students. 6. The university examination dates had to be incorporated in the academic calendar later following notifications from the university. However, due to pandemic situation internal assessments and final examinations in 2019-20 were arranged online as per the schedule fixed by the University of Burdwan.

## 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
COSH	BSc	Computer Science Honours	26	26	100
PHIH	BA	Philosophy Honours	17	11	64.71
PLS	BA	Political Science Honours	6	5	83.33
HISH	BA	History Honours	20	20	100
GEOH	BA	Geography Honours	34	33	97.06
SNTH	BA	Santali Honours	7	7	100.00
HINH	BA	Hindi Honours	49	47	95.92
SNSH	BA	Sanskrit Honours	27	25	92.59
ENGH	BA	English Honours	56	55	98.21
BNGH	BA	Bengali Honours	48	46	95.83

[View File](#)

## 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%202019-20.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 agency	Total grant sanctioned	Amount received 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
Ishwarchandra Vidyasagar: Jiban O Sahitya (International Seminar))	BENGALI	26/09/2019
State Level Seminar on Historians Craft	HISTORY	16/11/2019
State level seminar on "Implications of The Special Provisions of the Constitution in Indian Polity: An Overview"	POLITICAL SCIENCE	26/11/2019
One Day State Level Seminar on "A Socio- Philosophical Study on SrimadbhagavadGita:in perspective of Indian Ideology	SANSKRIT IN COLLABORATION WITH IQAC	28/11/2019
State Level Seminar on Gender Inequality and Sustainable Development in contemporary India	GEOGRAPHY AND ECONOMICS IN COLLABORATION WITH IQAC	26/12/2019

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
No file uploaded.				

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	MATHEMATICS	1	0.63
International	LIBRARY	1	5.5
<a href="#">View File</a>			

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
LIBRARY	2
SANSKRIT	1
ENGLISH	6
MATHEMATICS	2
PHYSICS	1
HISTORY	4
BENGALI	7
POLITICAL SCIENCE	2
COMPUTER SCIENCE	1
<a href="#">View File</a>	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

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
A supply chain model under return policy considering refurbishment, learning effect and inspection error	Sujata Saha, Tripti Chakrabarti	Croatian Operational Research Review	2019	2	MANKAR COLLEGE	2
Integration of RFID with Library Management System in	Amit Kumar Das	Ajanta	2019	0	MANKAR COLLEGE	Nil

National Important Library and Information Centres : Critical Appraisal						
<a href="#">View File</a>						

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	Nil	Nil	Nil	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	29	31	34	Nil
Presented papers	11	8	5	Nil
Resource persons	1	Nil	Nil	Nil
<a href="#">View File</a>				

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
Observation of National Forest Week by planting watering, manuring and nurturing trees at the college campus and at primary school campus of adopted village	NSS Units	8	65
Cleaning of statue, Mankar Hospital, awerness through mass mobilization and cleaning own institute	NCC Unit	5	77
Observation of Swachhta Pakhwara	NSS UNITS	10	125

including college Campus cleaning, cleaning of primary school campus at adopted village, awareness programme for plastic pollution			
Seminar on Awareness of Vector Borne Diseases	NSS units	9	90
Observation of National Nutrition Week at college	NSS in Collaboration with Nutrition Department, Mankar College	12	94
Nutrition Camp for the students of Panchamahuli Primary School	NSS in Collaboration with Nutrition Department, Mankar College	2	35
Thalasseamia Screening Camp in Collaboration with Burdwan Medical College and Hospital	NSS in Collaboration with NCC, Mankar College and Burdwan Medical College and Hospital	8	165
Free Health Check up Camp in Panchamahuli village	NSS in collaboration with Mankar Mangalam Welfare Society	3	35
Observation of birth anniversary of Sardar Ballavbhai Patel as Rastriyo Ekta Divas	NSS Units	11	85
Awareness programme and Rally on AIDS in Mankar College in collaboration with NCC, Mankar College	NSS in Collaboration with NCC, Mankar College	7	136
<a href="#">View File</a>			

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
No file uploaded.			

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
Regular Student Welfare Activity	Mankar College Authority in collaboration with Panagarh Army Base	Workshop on An Awareness on Employability in Indian Army, Navy, Air-Force	15	60
<a href="#">View File</a>				

### 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
No file uploaded.			

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	0
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
PIDILITE Industries LTD (Company)	05/07/2019	1. Students participated 12 days workshop (one class per week) on Art Craft Training(Fabric) with hands on experience	26
Patanjali Yog Samity, Durgapur Unit	05/09/2019	1. 27 yoga classes were taken (2 classes per week)	41
<a href="#">View File</a>			

## 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
--	--

2120000

1821439

## 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	15413	1045898	408	115266	15821	1161164
Reference Books	377	138746	Nill	Nill	377	138746
e-Books	6988727	Nill	Nill	Nill	6988727	Nill
Journals	6	14159	Nill	Nill	6	14159
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 &amp; institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module	Date of launching e-
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		is developed	content
Bijay Mondal	Human Relation Theory (CC-6)	College Website	24/01/2020
Dr. Arijit Bhattacharyya	Folk Literature (DSE-4(2))	College Website	24/01/2020
Dr. Mimasha Pandit	Philosophy and Theory of History (CC-12)	College Website	08/08/2019
Dr. Sujata Mondal	Numerical Analysis (CC-7)	College Website	08/08/2019
Dr. Suman Rakshit	Linear Transformations : A Geometric Approach (CC-2)	College Website	08/08/2019
Dr. Suman Rakshit	Linear Transformations : A Geometric Approach (CC-5)	College Website	08/08/2019
Kunal Kumar Mandal	Learning Methods ( DSE-3 )	College Website	24/01/2020
Kundan Roy	Sanskrit Grammar (CC-12)	College Website	08/08/2019
Monalisa Sardar	Function in Python ( SEC -1)	College Website	24/01/2020
Munnema Shabnom	Water-Soluble Vitamins (CC-4)	College Website	24/01/2020
<a href="#">View File</a>			

#### 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	<a href="#">NIL</a>

#### 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
260000	251352	50000	47920

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 Free ship	206	226607.5
Financial Support from Other Sources			
a) National	Swami Vivekananda Merit Cum Means, Kanyashree, K3, Oasis, Minority Scholarship, Nirman	1277	13052500

	Karmi		
b)International	Nil	Nil	Nil
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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 implementation	Number of students enrolled	Agencies involved
Basic Course on Preparation of Power Point Presentation	09/03/2020	22	Department of Geography
Advance Course on Excel	20/04/2020	15	Department of Geography
Certificate Course on Yoga	06/09/2019	40	Bharat Swabhiman Trust, Patanjali, Durgapur
<a href="#">View File</a>			

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
2019	Awareness on Employability in Indian Army, Navy Air force	Nil	60	Nil	2
<a href="#">View File</a>					

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
Nil	Nil	Nil

## 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	Wipro, TCS, Authentic Solution	45	3
<a href="#">View File</a>					

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
2019	17	B.A. (Hons.)	English	The University of Burdwan, Kazi Nazrul University, Sidho Kanho Birsha University	M.A. in English
2019	11	B.A. (Hons.)	Bengali	The University of Burdwan, University of Calcutta, Kazi Nazrul University, Visva-Bharati University	M.A. in Bengali
2019	1	B.Com (Hons.)	Commerce	The Institute of Cost Accountants of India	Cost & Management Account
2019	2	B.Com (Hons.)	Commerce	The University of Burdwan	M.Com
2019	3	B.Sc (Hons.)	Mathematics	The University of Burdwan, University of Kalyani	M.Sc. in Mathematics
2019	1	B.Sc (Hons.)	Computer Science	Visva-Bharati University	MSW
2019	1	B.Sc (Hons.)	Computer Science	Lovely Professional University	MBA
2019	1	B.Sc (Hons.)	Computer Science	University of Kalyani	M.Sc. in Computer Science & Engineering
2019	5	B.Sc (Hons.)	Computer Science	The University of Burdwan, Vidyasagar University, Visva-Bharati	M.Sc. in Computer Science

				University	
2019	1	B.A. (Hons.)	Hindi	Kazi Nazrul University	M.Phil. in Hindi
<a href="#">View File</a>					

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
NET	8
SET	5
Any Other	2
Any Other	8
Any Other	1
<a href="#">View File</a>	

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

Activity	Level	Number of Participants
Annual Exhibition and Competition	Institutional	289
Annual Cultural Competition	Institutional	82
Annual Sports	Institutional	196
Teachers Day	Institutional	167
Independence Day	Institutional	59
Rabindra-Nazrul Jayanti	Institutional	129
International Mother Language Day	Institutional	105
Birth Ceremony of Pandit Raghunath Murmu	Institutional	61
Hindi Pakhwada Utsav	Institutional	126
Republic Day	Institutional	60
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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
2019	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 (2019-2020) 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 Students Union of Mankar College is an elected body of students and always joins hands with faculty members and college administration to ensure the overall development of the college. Students Union organizes different cultural programs to observe important days such as 'Republic Day, 'Rabindra Jayanti', 'Nazrul Jayanti', 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?

Yes

Objectives of forming Alumni Association: The College has a registered Alumni Association. Alumni Association Registration No. is S0005557 of 2019-2020. The association has been formed keeping in mind the following objectives. • A college cannot thrive on its own. The ex-students are one of the stakeholders of the college and without their active participation in the welfare of the college, it cannot shine and rise. The primary objective of the formation of this association is to channelize the experience, wisdom, zeal, ability, and spare time of the past students of Mankar College for the benefit of the college as well as the society. • The alumni association can be more effective in promoting and providing education. As many of them are from the vicinity from where the students take admission in the college and many are established in their sectors, they can help to trace the needful students properly. • The seniors can also effectively encourage their juniors with instances from their life to develop habits for keeping the environment healthy and avoid pollution, develop the habit of tree plantation, making horticulture gardens etc. • Better existence, better life skills make a student develop a healthy and sound life. Another important objective is to bring about better living conditions for the students by implementing recreational facilities on the campus. This shall also form a sense of mutual co-operation amongst the past and present students of Mankar College. • Another important academic objective is to arrange, conduct and hold seminars, conferences, discussions, symposia, etc. for past and present students. Organizing such a thing need great manpower. The alumni association may come of great help in arranging such programs in college.

5.4.2 – No. of enrolled Alumni:

20

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

02

### 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 nonteaching staff of the college are members of the GB and are involved in every decision of the body. • IQAC: Constituted as per NAAC guidelines, that includes 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 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
Curriculum Development	College follows the syllabi designed by the University of Burdwan. Few of the faculty members are part of the Board of Studies.
Teaching and Learning	The college continuously improves its infrastructure and incorporates new technology, tools and aids, to improve the teaching and learning processes. Projectors are provided for enabling audio-visual classes for the students. WiFi is available across the college campus. • Teaching is supplemented with workshops, educational tours, laboratory visits, field trips. Seminars and conferences are conducted to vastly expand the outreach of the students. College encourages the students to participate in festivals,

and events within the college and also without. On 19/08/2019 Dr. Gispati Chakraborty, Senior Medical Officer, Burdwan University, delivered a lecture on "Awareness Regarding Vector Borne Diseases and its Control Measures" to the students of the college. NSS unit in collaboration with the Nutrition Department of Mankar College observed the National Nutrition Week on 02/09/2019. On 26/09/2019 Bengali Department organised an International Seminar on "Vidyasagr: Jivan and Sahitya" where eminent speakers like Prof. Gulam Mustafa, Prof. Ramen Sen, Prof. Aparna Roy, and Prof. Abdul Kafi delivered lectures on the same. Rashtriya Ekta Divas was observed in the college to mark the birth centenary of Sardar Ballav Vai Patel on 31/10/2019 where students were engaged in a discussion about the lives and works of the Iron Man of India. History Department organised a seminar on "Historian's Craft" on 16/11/2019. Sanskrit Department organised a State Level Seminar in collaboration with IQAC on "A Socio-Philosophical Study of Sreemadbhagvatgita in Perspective of Indian Ideology" on 28/11/2019. State level seminar organised by the Political Science Department on the "Implication of the Special Provisions of the Constitution in Indian Politics on 26/11/2019. State level seminar organised by Geography department and Economics in collaboration with IQAC "Gender Inequality and Sustainable Development in Contemporary India" on 26/12/2019. On 05/02/2019 a seminar was organised on awareness on employment in Indian Army, Navy and Air Force in collaboration with Panagarh Army unit.

**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.

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 programme. 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.

Library, ICT and Physical Infrastructure / Instrumentation

The library has 16198 books. 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. INFLIBNET e-journal and e-books facility are available on various fields related to undergraduate and postgraduate courses. ? 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 a space to practice and they have greatly benefited from the same as many honours and awards have been won by the students of the college for this change.

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. ? To motivate employees and to honour sincerity certificate of appreciation for best worker is given every year to two members of non-teaching staff of the college. ? All leave rules as per the University of Burdwan statutes are adhered to. ? The authorities have an open door policy to listen to grievances and problems of employees and efforts are made to redress the same promptly.

Industry Interaction / Collaboration

Workshops, seminars, awareness programmes are organized by the college which involve eminent resource persons from industries and institutes of higher learning.

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.

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

E-governance area	Details
Planning and Development	Time table is planned before each session. Academic calendar is planned and uploaded on the website .
Administration	Student data is maintained online. Computer Age Management Service (CAMS) is being used for recording and maintaining the 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.
Examination	Examination forms are filled online.
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.

### 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

Nill	NIL	NIL	NIL	Nill
No file uploaded.				

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)
2020	NIL	Hands on training: An effective way of learning Bengali software	11/02/2020	13/02/2020	Nill	4
<a href="#">View File</a>						

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
OP	1	11/11/2019	03/12/2019	21
FDP	1	15/06/2020	19/06/2020	5
RC	1	10/12/2019	23/12/2019	14
RC	1	25/06/2019	08/07/2019	14
RC	1	23/07/2019	05/08/2019	14
FDP	1	30/07/2019	08/08/2019	10
SHORT TERM COURSE	1	15/11/2019	21/11/2019	7
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
43	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Following welfare schemes and facilities are provided to teaching staff of the college: ? Academic Facilities: staff room with Wi- Fi	Following welfare schemes and facilities are provided to the non-teaching staff of the college: ? Academic Facilities: Offices are	Academics: ? Remedial classes, career counselling, and spoken English classes are organized from time to time. ? College library

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

provided with Wi- Fi facility. They are provided with access to library resources as well. ? Leaves: Leave rules of the University are adhered to and employees are granted leave as per their entitlement. ? Thrift and credit society: A cooperative thrift and credit society managed by the staff is successfully running in the college.

has books related to diverse disciplines and subjects. The library subscribes to periodicals, popular magazines, encyclopaedia and newspapers . ? The college has a fee concession committee comprising of faculty members which recommends and ensures timely implementation of fee 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 organises its annual cultural festival 'Lahari' in which students compete 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
No file uploaded.		

6.4.3 – Total corpus fund generated

1170781

## 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 , Govt. 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 programmes. 3. Principal meets the parents of underperforming students personally to discuss means and measures to ensure an upliftment of their future performance.

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

1. Hands-on training was organized on An Effective Way to Learn Bengali Software by Dr. Arijit Bhattacharyya, Assistant Professor, Bengali Dept., Mankar College, from 11/02/2020 to 13/02/2020 and was attended by 4 non teaching staffs. 2. Encouraged to participate in annual sports events. 3. Encouraged to attend seminars and awareness programmes organized by the college.

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

1. Post graduation course in Bengali was introduced in 2019-20 academic session. 2. A new toilet block has been built for the teaching staffs 3. One classroom for Bengali PG classes was added. 4. Utilizing the RUSA 2.0 grant construction of the Annex building was begun.

6.5.5 – Internal Quality Assurance System Details



a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
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
2019	Orientation of 1st Semester students regarding CBCS syllabus and rules regulations of the institution	22/07/2019	22/07/2019	22/07/2019	342
2019	Orientation of 1st Semester students regarding CBCS syllabus and rules regulations of the institution	23/07/2019	23/07/2019	23/07/2019	327
2019	Seminar organized by Department of Sanskrit in collaboration with IQAC	28/11/2019	28/11/2019	28/11/2019	250
2019	Seminar organized by Department of Geography Economics in collaboration with IQAC	26/12/2019	26/12/2019	26/12/2019	180
2020	Submitted Institute Data for NIRF 2020	12/01/2020	12/01/2020	12/01/2020	Nil
2020	Submission of AISHE Report of	22/03/2020	22/03/2020	22/03/2020	Nil

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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
One Day State Level Seminar on Gender Inequality and Sustainable Development in Contemporary India	26/12/2019	26/12/2019	105	75

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 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 ghutka 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 national forest week plantation programme at NSS adopted village are also regularly 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
2019	Nil	1	21/02/2020	1	Celebrating International Mother Language Day	spreading solidarity among people speaking different	105

No file uploaded.

## 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	01/07/2019	Although the date is written here 1st July 2019 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.

## 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day celebration	15/08/2019	15/08/2019	59
Teachers' Day	05/09/2019	05/09/2019	167
Foundation Day and Birth anniversary of Ishwar Chandra Vidyasagar	26/09/2019	26/09/2019	220
Republic Day celebration	26/01/2020	26/01/2020	60

[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** Title of the Practice: Observing the Constitution Day at College on 26th November, 2019 Objective of the Practice: Constitution Day also known as Samvidhan Divas, is celebrated in our country on 26th November every year to commemorate the adoption of the Constitution of India. On 26th November 1949, the Constituent Assembly of India adopted the Constitution of India, which came into effect from 26th January 1950. It is the duty of all citizens to abide by the law and make it a practice to live according to the laws. It is also important to be aware of one's fundamental rights. Keeping this in mind the college has taken initiative to celebrate Constitution Day on 26th November. Context: So many people are unaware of their fundamental duties and rights. As a result, they are often found to break laws unwillingly, as well as get deprived of what they should get from the state. Ours being a rural college, we have a large number of students and their family face the same problem. In this context it is really important to make the students aware of the constitution so that they can help themselves as well as their family members. The Practice: • We arrange talk by eminent persons, lawyers and judges on the day to make the students aware of their rights and duties. • Throughout the year we discourage anything within campus which does not abide by the constitution. • This year a state level seminar was organised. The topic was - State level seminar on "Implications of The Special Provisions of the Constitution in Indian Polity: An Overview". The Speaker was eminent academic Dr. Biwanath Chakrabarty. Evidence of Success: That we have started the initiative this year of celebrating the constitution day, is a success at its own. Problems Encountered and Resources Required: a day's awareness programme is not adequate. Constitution has to be inculcated in syllabus like study of ethics and values. **Best Practice: 2** Title of the Practice: Celebrating Bhasha Divas (International Mother Language Day) Objective: India is a country, where people of different language live together peacefully. Gurudev has said - "Nana Bhasha, Nana Mat, Nana Paridhan/ Bibidher majhe dekho milan mahan". Believing in that philosophy Mankar College celebrates International Mother Language Day every year. Context: Mankar College is situated in Rarh region of West Bengal. The college have students speaking different languages and dialects. Bengali, Hindi, Santali - at least students speaking in these three languages read in the college. The college thinks that in the institution there must be solidarity among all the students. Thus, this seems to be an important practice. The Practice: • Every year cultural programme is organised on 21st February, the International Mother Language Day. • Teachers speaking different languages participate in it to motivate students. • Throughout the year literary and cultural competitions are organised giving equal priority and chances to the students of different language. • Five languages are included in the college curriculum for a long period. Evidence of Success: In literary and cultural competitions it is seen that people of different languages participate with equal enthusiasm. This itself is a proof of success. Barrier and Resource Needed: Santali being a tribal language is not understood by all. Therefore, we feel that for the Santali speaking students, it is not possible to manage the whole academic or official works in their mother tongue. The government must look into this matter.

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. The college has a Post-Graduate department in Bengali established in 2019-2020, which fulfilled a long-cherished demand from the local people. 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 students is an interactive attempt and value oriented procedure to address the common concerns of students ranging from individual's academic progress to psychological issues and even to economic backwardness. It is an important tool for evaluating teaching learning process and mapping of learning outcome. Continuous mentoring helps to shape an individual's confidence level and helps to grow ethical values. To sustain this endeavor all honours and general students will be treated as mentee under the supervision of the faculties of concerned departments in the next sessions also. For general students a mentoring management team will allocate students under the faculties of departments of their subject choice. Plans are there to develop laboratories and library with the help of development grant of RUSA. The existing course on art craft and Yoga training will be continued in the next session also. There is a plan for introducing karate training for the girl students as a part of self defense. Soft skill development among students will be carried out keeping 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 competent authority, these

vacancies are expected to be filled up in the next session which will help in smooth running of academics and administration. With this grant received from RUSA there is a considerable progress in construction of new Annex building. Receiving of RUSA grant of 50 lakhs will be utilized for development programmes. All these academic, administrative and infrastructural developments are planned for the next session.