YEARLY STATUS REPORT - 2021-2022

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 its own campus?	Yes
• Phone no./Alternate phone no.	9475738113
• Mobile No:	9609635334
• Registered e-mail	principal@mankarcollege.ac.in
• Alternate e-mail	iqac@mankarcollege.ac.in
• Address	Bhatkunda Highway, Mankar
• City/Town	Mankar
• State/UT	West Bengal
• Pin Code	713144
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	Grants-in aid

• Name of the Affiliating University	**The University of Burdwan**	
• Name of the IQAC Coordinator	**Dr. Srabanti Ghosh**	
• Phone No.	**9433856399**	
• Alternate phone No.	**9475738113**	
• Mobile	**9609635334**	
• IQAC e-mail address	**iqac@mankarcollege.ac.in**	
• Alternate e-mail address	**iqac@mankarcollege.ac.in**	
3.Website address (Web link of the AQAR (Previous Academic Year)	https://mankarcollege.ac.in/Pdf/AQAR/AQAR_2020-21.pdf	
4.Whether Academic Calendar prepared during the year?	**Yes**	
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.mankarcollege.ac.in/Pdf/Academic-calendar/2021-2022.pdf	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.21**	**2009**	**30/09/2009**	**29/09/2014**
Cycle 2	**B+**	**2.58**	**2016**	**02/12/2016**	**01/12/2021**

6.Date of Establishment of IQAC	**02/12/2009**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**NIL**	**NIL**	**0**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

• Collaborated with NSS to Organize webinar on " Finding hope in crisis of covid-19 Pandemic" . • As per the recommendation of IQAC and approval of the Governing Body a studio for E Content Development has been prepared. • Submission of AQAR 2020-21. • Submission of NIRF data • Submission of AISHE data

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

Plan of Action	Achievements/Outcomes
• Recommend installation of KOHA software for library to make the library fully automated • Resolved to submit NIRF 2022 and AISHE data 2020-21 • Resolved to prepare internal academic audit for 2021-22 session • Planned to submit AQAR for 2020-21 • Resolved to conduct workshop, seminar under IQAC • Resolved to prepare SSR for submission • Resolved to install Free to air channel in the college library which would be highly beneficial to the students. • Planned to develop a studio for E content development • Resolved to constitute NEP committee to prepare the strategy to follow guideline of NEP 2020 • Resolved to Introduce Economics honours in B.A and Environment Science in B.Sc general course and M.Sc in Computer Science in the coming session. • Resolved to introduce 6 months certificate course in Yoga under University of Burdwan. • Planned to establish a soil testing laboratory under the supervision of Department of Geography to extend help to the farmers of the local community. • Planned to install Solar Panel on roof top of Annex building	• Submitted AQAR 2020-21 on 13.4.2022. • Submitted NIRF data of 2022 for the HEI • Submitted AISHE data of the HEI on 23.2.2022 • Initiative has been taken to install KOHA software in library • All academic departments have prepared academic audit for 2021-22 session. • IQAC collaborated NSS to organize state level webinar on " Finding Hope in Crisis of Covid 19 Pandemic" and Computer Science Department to organize state level webinar on " Data Privacy". • A studio has been developed to prepare E content for the students. • Recommended to Governing Body to constitute NEP committee to prepare strategy • Applied to University of Burdwan to introduce new course in Economics Honours , Environmental Science General and M.Sc in Computer Science. • Applied to University of Burdwan to introduce 6 months certificate course in Yoga • A soil testing laboratory has been prepared under the supervision of Department of Geography

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, Mankar College	24/01/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	23/02/2022

15.Multidisciplinary / interdisciplinary

The college follows the curriculum in UG and PG level as recommended by the University of Burdwan. The curriculum is multidisciplinary in nature and includes core course, elective course, discipline specific elective course, skill enhancement course and ability enhancement course. In some topics interdisciplinary approach has been taken. Multidisciplinary approach is a method of curriculum integration that highlights diverse perspectives of different disciplines to illustrate a subject or issue. Multidisciplinary and interdisciplinary learning is a whole or comprehensive method that crosses the boundaries of a discipline or curriculum in order to enhance the scope and depth of learning. Indian classical literature related with Sanskrit literature has been included in core course in English. Partition Literature which correlates socio economic studies has also been included in English literature. Women's study and Gender Education in India have been included in General Elective course in History. English skill course contains translation study and film study which are also example of interdisciplinary approach. In Geography Environmental study has been included in core course. In Political science women empowerment and study of foreign policy are examples of cross boundary study. The objective of NEP 2020 has been reflected in the present curriculum. In our institution teaching learning is planned following the curriculum of different disciplines as recommended by the university.

16.Academic bank of credits (ABC):

Academic Bank of Credits (ABC) is a virtual and digital storehouse that contains the information of the credits earned by individual students throughout their learning journey. It has been established on the lines of the National Academic Depository (NAD). NAD is the backbone of ABC, where the students' academic data are held and academic awards are stored. Academic Bank of Credit is an online centralized system which helps in credit accumulation and

redemption. It enables student mobility and academic flexibility. Our HEI is affiliated to The University of Burdwan and the examination is conducted and result is also published by the university. Credits of all UG students are kept in the NAD account of the university from where our students also can get their credit whenever needed. Students can get certificate information by providing his / her BU Roll No. from BU NAD Digilocker Telegram Bot : https://t.me/bunaddigilocker_bot. Institutions / Students can view BU NAD Digilocker Certificate Upload Status Report: https://tinyurl.com/2ou7fv3x. Our HEI has initiated to make account of individual students in Academic Bank of Credit so that they can get their credit information easily and transparently from a digital platform.

17.Skill development:

Skill development is generally used to refer to the productive capabilities acquired through all levels of learning and training, occurring in formal, non-formal, informal and on-the-job settings.

Skill development is very important objective of a curriculum. In our curriculum SEC are value- based and skill- based courses , aimed at providing hands- on-training, competency, skill, etc. These may be chosen from a pool of courses designed to provide value- based and skill- based knowledge and would contain both theory and practical or hands-on-training or field work. The purpose of these courses is to provide the students life-skill in hands-on-mode so as to increase their employability. For example in Computer Science Programming in Python, R Programming, PHP and Linux programming are offered to the students. In Geography Computer Basics and Computer Application, Remote Sensing, Advanced Spatial Statistical Techniques are offered as skill enhancement course. In our HEI beyond the curriculum recommended by the university number of courses have been introduced for the students. A course on Art & Craft has been conducted by NSS in collaboration with Pedilite Industries Limited. A Karate training course has been introduced by the college for girl students for self defense training. Training for competitive examination was organized by Career Guidance Cell of the college in collaboration with Grass Academy. Career Guidance Cell also organized a training for competitive examination for the girl students in collaboration with Mahindra Pride Classroom.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The civilisation that originated in Indian sub-continent is one of the oldest in the world. The rich heritage of knowledge of this

civilisation is known world-wide. After the anglicisation of the education during the colonial period, India has continuously tried to rejuvenate its past and as a part of that the educational curriculum were integrated with Indian Knowledge system.

Mankar College always tends to integrate the same in the academic ambience of the college. The motto of the college is a Sanskrit phrase – "Sa Vidya Ya Vimuktaye" which votes for the free spirit of learning. The college has dedicated departments for teaching Indian language and culture. The department of Sanskrit, Hindi, Santali and Bengali are not only language departments but they look after the cultural development of the students. 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. As a part of it on 22nd December we celebrate Santali Language victory Divas and the Hindi Pakhwara in between 14th and 30th September every year.

We also encourage the students to take part in different online courses on Indian Language, Culture and Tradition enlisted in web portals like SWAYAM.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The CBCS curriculum of the University of Burdwan offers core course, discipline specific elective course, skill enhancement course and ability enhancement course which leads to all-round development of a student. In outcome based education Curriculum is designed , teaching is oriented and advancement is determined to achieve the goal of understanding of learning as a broad performance capabilities rather than as specific curriculum skill. Outcome based education integrates vision and mission of the institution as well as the department. It aims to attain the programme outcome (PO) and course outcome(CO). In the CBCS curriculum framed by Burdwan University and followed by the HEI the principle of outcome based education has been followed. Learning of academic writing and development of communicative skill are important outcome of English literature. Curriculum of computer science targets to develop programming skill , development of engineering skill. The curriculum supports the student to become a web developer, system engineer, network engineer, programmer and take part in many other fields. A student of Geography may be benefitted from this outcome based

curriculum and may establish as a spatial analyst after getting the knowledge of remote sensing and GIS techniques. Many curriculums integrate crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability which are broadly focused to outcome based education as recommended in NEP,2020.

20.Distance education/online education:

Our college has regular programmes affiliated with the University of Burdwan and programmes in open university mode affiliated with the Netaji Subhas Open University, Kolkata. The college is a study centre of Netaji Subhas Open University, a recognized open university for distance learning. The goal of distance learning is to offer everyone equal opportunities to develop their abilities, to improve their level of education and to retrain for a new career. The study centre of our college started its journey in 2004. It offers Bengali, English and History honours in UG level. In PG level courses offered are Bengali, English, History, Political Science, Commerce, Education , MSW. UG and PG courses in Library and Communication science are also offered. In 2021-22 total students inclusive UG & PG level was 652. Teachers with good academic background are engaged as faculties. The result of the students of distance courses are satisfactory.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	30

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	2812

File Description	Documents
Data Template	[View File](#)

2.2	627

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**506**
File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**90**
File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**91**
File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**41**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**1702772**
4.3 Total number of computers on campus for academic purposes	**83**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Efficacy of curriculum development ensures listing of topics, sequence of topics, clarity, accuracy and appropriateness of topic presentation. The institution ensures emphasis on topic delivery, completing in proper frequency with depth and pace. To implement this, timely publication of class time table is made. This time table is framed for all departments showing honours and general classes for every semester as well as core courses, generic elective and ability enhancement compulsory courses for CBCS system. The departments keep the records and documents of the curriculum delivery and upgrade the progress of the students in respect of attendance and internal assessment. Here, teachers of the departments act as mentors and interact with the respective mentees to get acquainted with their problems and need. The college follows strictly the academic calendar as prescribed by the parent university. The institution also prepares a flexible academic calendar for the college as a whole and it strictly conforms to the academic calendar in rigorous way for the benefit of the students. The college prospectus is displayed on the webpage of the college for easy reference so that the students are aware of the academic session activities. This includes the subject combinations, CBCS details etc.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://mankarcollege.ac.in/Academic-calendar.aspx

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institutestrictly follows the academic calendar as prescribed by The University of Burdwan from time to time for conducting academic affairs like registration, filling up of the form, internal examinations, final examinations including theory, practical, tutorial, viva etc. The respective notices can be found on the college webpage as well as with all the departments. A tentative

period for internal examination is mentioned in the college academic calendar. After the completion of certain units of the curricula, class tests are mainly conducted to assess the extent to which the students have understood the content of the unit and their ability to deliver compact answers to the questions provided. As per the requirement of the CBCS curricula of The University of Burdwan , internal assessment are mandatorily carried on twice in a semester in the form of written examination, assignments/projects, power point presentation, viva-voce, class performances and attendance. All internal assessments are conducted as per the academic calendar of the college and the schedule of the affiliating university. A separate internal assessment committee is there in the college under the Teachers' Council to look after this matter. This committee plans and executes the whole process of internal evaluation.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://mankarcollege.ac.in/Academic-calendar.aspx

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University   **B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

30

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

30

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

30

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The institute as well as the parent university strongly believe in the holistic development of its students. Hence, the curricula of the parent university apart from being interdisciplinary and multidisciplinary, incorporates issues of equity, social justice, professional ethics, gender, environmental protection, and sustainability. Every undergraduate student of the college mandatorily completes four credit courses on environmental studies where they gain practical knowledge related to the environment. However, classroom teaching integrates major social issues like gender, professional ethics, human values, environmental issues in various ways within the parameters of the syllabus. For example the geography department has a practical course of "Environment Geography". The Sanskrit department has courseson "Ethical and Moral issues", "Art of balanced living". The philosophy department offers course on "Western Ethics ". English department offers a course on "Woman and Empowerment", which discuses issues on social construction of gender. The curriculum of Bengali Department (PG) talks about gender and woman empowerment. Human values are communicated, discussed in classes almost every day by teachers. Most importantly, the students are exposed to different extension activities and team works where they learn the core of a highly ethical professional life while preparing for presentations, seminars, wall magazines and departmental stall.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

29

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

1213

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

`A. Feedback collected, analyzed and action taken and feedback available on website`

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	https://mankarcollege.ac.in/Students-feedback.aspx

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

`1400`

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

`428`

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The initiatives have been taken by all departments for slow learners are as follows:

1. Arrangement of bridge classes, which connect students' previous course, and the course students want to continue and it holds 33% sharing of total classes for slow learners.
2. Doubt clearing classes to remove the pre-examination jitters of students to a great extent. It shares 40% of total classes.
3. Special classes for Students with common inability to understand their study materials and deficiency in skillful tasks and it holds 27% of total classes.

The initiatives have been taken for advance learners are as follows:

1. Classes taken for Preparation for admission test/interview, which is 21% of total classes taken for advance learners.
2. Several problem based exercises are given to the students to enhance their skill and intelligence level by majority of the departments. It accounts 23% of total classes.
3. Several E-links, advance course materials have been suggested to the students to help them gain an in-depth knowledge of the subject. It holds 41% of total classes.
4. For evaluating or for encouraging thinking procedure, assignments of review writing are offered by humanities and social science departments. It constitutes 15% of total classes taken for advance learners.

File Description	Documents
Link for additional Information	https://mankarcollege.ac.in/Advance-learners.aspx
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2812	91

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Mankar College, being endowed with excellent faculties instigates continuous efforts on students' centric learning. These are as follows for the session 2021-22:

Experimental Learning:

1. Micro Project: Initiated by departments of Computer Science, Geography, Mathematics and Commerce.
2. Field Visit: Adopted by Department of Geography, Bengali, Computer Science, History, Nutrition.
3. Internship: Adopted by Department of Computer Science to enable the students to gain practical experience in industry and to develop skill for their upcoming professional career.
4. Lab Based: Initiated by departments of Computer Science and Geography.

Participatory Learning:

1. Group discussion: It is adopted by majority of departments.
2. Students' Seminar: Arranged by all departments.
3. Poster Presentation: Arranged by departments of history, Geography and Nutrition.
4. Movie Screening: Conducted by departments of Bengali, English and History.
5. Debate Competition: Organized by department of Geography on 5th June, 2021.
6. Digital Magazine: Digital magazine has been brought out by the department of Geography on World Environment day. Department of computer science published their magazine on "I Deserve".
7. Review Writing: Arranged by departments of Sanskrit, Santali, History and Nutrition.

Problem Solving Learning:

1. Assignments: Problem based home assignment has been given by many departments.
2. Quiz: Topic based quiz has been arranged by department of Computer Science and History.

File Description	Documents
Upload any additional information	[View File]()
Link for additional information	[https://mankarcollege.ac.in/Ict-enabled-classroom.aspx]()

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The faculties of Mankar College have given continuous effort to use of ICT tools in teaching-learning process. The following heads highlight the different endeavours made by faculties during this session:

1. **All faculties of the college have taken online classes through different platforms through G-Suite accounts, which facilitate recording options and provision of jam board positively.**
2. **Faculties of several departments used power point presentation in their classrooms; however, departments like Geography, Computer Science and History make use of ppt in regular basis.**
3. **Learning Management System, which enables uploading of e-materials and assignments, are being used by the departments - Geography, English, History, Nutrition, Computer Science, Mathematics, Chemistry and Physics have been adopted.**
4. **Bengali department uses Podcast for making the class interactive and interesting.**
5. **Departments of Bengali, English and History presented documentary films for convenience of their students.**
6. **The college took initiatives to train faculties on e-content development and regarding this college sponsored few of its faculties to receive training on the course "E-Content Development", organized by St. Ann's College, Assam on and from 07.06.2021 to 12.06.2021.**
7. **Many faculties of several departments prepared e-content on their respective topics at 'E-GyanUdyog', which is college's own e-content repository available at college's website.**

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://mankarcollege.ac.in/Ict-enabled-classroom.aspx

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

89

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

91

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

14

File Description	Documents
Any additional information	[View File](#)
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	[View File](#)

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

805

File Description	Documents
Any additional information	[View File](#)
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal assessment is conducted by internal assessment committee. It maintains a fair impartial and transparent internal assessment system. The committee framed schedule of assessment after discussion with principal and all HoDs in the session 2021-22. The departmental heads were requested to submit questions papers in the same meeting. Hods appointed paper setters for all courses through departmental meeting. Afterwards, departmental review meeting was arranged for moderation, if necessary. This process is done twice for each semester. The important modes of examination for the session 2021-22 were class test, viva voce, assignments and MCQs.

In addition to this, several students' centric internal evaluation methods have been initiated by different departments to support the idea of continuous evaluation. Regarding this, the important attempts for the session 2021-22 are as follows:

   1. Mini projects were initiated by Departments of Geography and

Computer Science.

2. Department of Mathematics, Geography, Computer Science arranged online Power point presentation for 5th and 6th Semester Honours Students.
3. Surprise tests were conducted by Departments of Geography, Computer Science, Mathematics and Nutrition.
4. Practical examinations along with viva were arranged by Departments of Geography, Computer, Mathematics, Nutrition, Physics, Chemistry and Physical education.
5. Department of Nutrition initiated mock test to facilitate students for examination.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://mankarcollege.ac.in/Internal-assessment.aspx

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The mechanism of dealing with grievances relating to internal assessment is looked after by Internal Assessment Committee. In the session 2021-22, only three grievances have been recorded. Those mostly include two issues –appeal for reducing syllabus load and appeal for showing evaluated answer scripts. The teachers of the college evaluate the mechanism of internal examination several times to effectively deal with the difficulties and limitations of the existing practice.

The existing mechanism for dealing with the grievance of the students is as follows:

1. Students can lodge their complaints to the Principal. On receiving the complaint/s the Principal will arrange a meeting with the members of the Internal Assessment Committee and the respective HODs.
2. The members will ascertain the relevance of the grievance and if it is found justified, the concerned department will initiate needful steps.
3. However, if it is found that the complaint has no justification then the concerned departmental Head will formally meet the complainant/s along with the mentor/s of the student/s and explain to the student/s the inappropriateness of the complaint, rectify the mistakes and the matter will

thus be settled ensuring benefit to the student/s.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://mankarcollege.ac.in/Internal-assessment.aspx

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The course outcomes and programme outcomes approach is an attempt to construct teaching-learning process in a student-centric manner which provides a focused and outcome based feedback to the students. Mankar College prepared Course Outcomes and Programme Outcomes for B.A., B.Sc. and B.Com.courses for all respective disciplines and uploaded it at college website.

The teaching faculties of the college participated actively in formulation of Course Outcomes and Programme Outcomes (COPO). Each Department appointed one teacher in-charge for all respective courses considering their specialization and area of interest. Afterwards, teachers formulated list of COPO and presented it in another departmental meeting to finalize it. With modification and corrections, final draft of COPO was prepared and submitted to the coordinator, IQAC.

At the commencement of each semester, any teacher of the department discusses learning outcomes in the classroom. The programme outcomes are also clearly discussed by the teacher and at the same time he or she tries to highlight the goal or objective of programmes outcomes. Similarly, during beginning of individual course respective teachers elaborate module-wise course outcomes and try to relate it with programme outcomes. Hence, students are made aware of course/programme expectations at the very commencement of the teaching-learning process.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://mankarcollege.ac.in/Co-po.aspx
Upload COs for all courses (exemplars from Glossary)	[View File](#)

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The calculation of attainment was done by four selected departments – Department of Computer Science, Department of Mathematics, Department of Geography and Department of Political Science for the session 2021-22. The steps of calculation of attainment are as follows:

1. In the beginning of session 2021-22, selected four departments frame the matrix of course outcomes and programme outcomes based on five point scale, where value five (5) denotes very highly correlated and in contrary value one (1) denotes very poorly correlated.
2. Course attainment are measured based on the individual marks obtained by the students in three category – attainment level 3 (high score), attainment level 2 (medium score) and attainment level 1 (low score).

3. Thereafter, Course attainment of individual courses has been calculated considering the student performance in the University examination.

4. The attainment values in respect to individual courses have been assigned into COPO matrix and thereafter average attainment values of POs have been derived by averaging respective values of CO.

6. If the target levels of POs have been achieved, higher attainment levels will be set for the next academic year (2022-23) in order to promote continuous upgradation. But, wherein targets have not been achieved special actions are taken by the department.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://mankarcollege.ac.in/Co-po.aspx

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

506

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://mankarcollege.ac.in/Result-analysis.aspx

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://mankarcollege.ac.in/Pdf/Feedback/Feedback%20Report%202021-22.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

14

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during

the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

7

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

10

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Educational institution plays an important role in sensitizing students regarding their social responsibilities towards the community. Different activities are carried away through out the session within the campus and as outreach programme involving the students with the objective of sensitizing students in various social issues and strengthening community participation for holistic development.These activities are mainly organized under the banner of NSS & NCC. During the Covid 19 pandemic situation students prepared video under the supervision of NSS & NCC to make people aware about itand prevention measures to be followed. These videos were uploaded in the college website.In collaboration with Mankar Mangalam Welfare Society availability of medical facilities urgently neededfor Covid pandemic situation were displayed in the website. NSS in collaboration with IQAC organized awebinar on " Finding hope in crisis of covid-19 Pandemic" . The college organized programme

todistribute food items among the villagers of Mankar who were facing economic stress during Covidsituation under the project of " Samabyathi". Clothes were distributed among the poor villagers of Panchamahuli, the NSS adopted village, during the Covid pandemic situation to extend help to the community.

File Description	Documents
Paste link for additional information	https://mankarcollege.ac.in/Social-responsibility.aspx
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

16

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1050

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

5

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Institute is facilitated with a sufficient number of classrooms, technology enabled learning spaces, seminar halls, laboratories, specialized facilities, equipment for teaching, learning and research etc. The college has 41 classrooms that are well-ventilated, well-furnished for conducting theory classes. Each room has a sufficient seating capacity with Wi-Fi enabled and 8 room has provided with LCD projectors, Wi-Fi and LAN enabled internet connectivity (125 MBPS internet facility is provided in college).The college has 2 seminar rooms that also have ICT -enabled facilities .Laboratories are well equipped and maintained so that students can carry out both curriculum and research related activities. Total 83 computers are used only for students. Laboratories are equipped with latest instruments along with high speed Wi-Fi networks. At the beginning of the academic year need assessment for replacement /up-gradation/addition of the existing infrastructure is carried out based on the suggestions from Heads of the departments and the Academic Committee after reviewing course requirements. The Routine committee plans ahead for all requirements regarding the availability of classrooms, laboratories, furniture and other equipment. whenever the need arises to augment infrastructure in terms of the classroom, laboratory books etc., DPR'S are submitted to the higher education department for allotment of funds and execution of work thereof. Distinguishing features of the College include the following; The college ensures optimal utilization of the resources by encouraging innovative teaching-learning practices like the use of PowerPoint presentations, LCD projectors, smart boards etc.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://mankarcollege.ac.in/Institutional-infrastructure.aspx

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution utilizes its resources to provide an environment to its students where they are encouraged to participate in sports and extracurricular activities. This ensures a holistic development and an all-rounded personality. Students are trained in sports under the guidance of qualified and specialized teachers of the physical education department. Systematic training and encouragement is provided to those students who show extraordinary skills in different sports. These students are selected through selection trials, mainly held on the day of college sports. They are trained and encouraged to participate in various levels of competition including intra-college events, inter-university events, National events. Intra-college events are also organized by the college to encourage students to participate. Tracksuits and all sporting gear are provided to the students for major/minor events. Winner, runners-up and third place holders are duly rewarded by trophies. Although the college doesn't have an established Yoga programm, we have applied to The University of Burdwan for affiliation of one certificate programmin Yoga.The college believes in the all-around development of its students. It constantly encourages them to take part in extracurricular activities to spark their interests and cultivate leadership qualities as well as team spirit. Every year the college conducts cultural programs to make this happen. Apart from an auditorium having capacity of 300 seats, the college also has one AC seminar hall (Rabindra Hall)having 100 seatsfor conduction of different cultural programs. There is a separate cultural committee for planning and implimentation of such programs.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://mankarcollege.ac.in/Institutional-infrastructure.aspx

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

08

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

08

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://mankarcollege.ac.in/Ict-enabled-classroom.aspx
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

NIL

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](#)

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Mankar College library provides a base for knowledge dissemination within the institution and also enables connectivity with online knowledge resources.

Name of the ILMS software: SOUL 2.0

Year of Automation: started in 2011

Version: 2.0

Nature of Automation: Partial automation

Mankar College Library Website : Mankar College Library users can also access e-resources through college library website. Mankar College Library website is hyperlinked with college website as well in homepage in Koha Cloud services link. Arrays of e-resources are hyperlinked and access with the following tabs :

- Home
- About
- Library – Sub – Committee
- Library serves
- National Library, India -Resources
- SWAYAM
- Library Rules and Instruction
- Library manual
- Audio Books
- OPAC Services
- Library Book Collection
- New Book Arrival
- Rare Book Collection
- Electronic Resources
- E-Learning resources
- E-journals
- NLIST e-book
- NLIST e-journals
- Syllabus
- Digital Reference Services
- Question Paper and e-books Archive
- E-studymaterial
- ETD (Electronic Theses and Dissertations) resources
- Mankar College Youtube Channels
- Notice
- Library Team
- Career Guidance
- Gallery
- E-newspapers
- Useful Links
- Future Plan
- Blog
- FAQ (Frequently Ask Questions)

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://mankarcollegelibrary.wordpress.com/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources   **A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

35801

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

46.86

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college IT infrastructure was upgraded every year to specific needs. The interactive board, LCD Projector, Printers, and high-configuration PCs were installed in the college. Smart classrooms equipped with an interactive board, LCD projector, Digital Podium with the inbuilt system, microphone system and speakers were installed. The whole college has been made Wi-Fi enabled with cable net internet with speed up to 125 MBPS. Few departments have a Wi-Fi facility now.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mankarcollege.ac.in/Ict-enabled-classroom.aspx

4.3.2 - Number of Computers

95

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution   **A. ? 50MBPS**

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

1702772

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Institutional mechanisms for maintenance and up-gradation of the physical infrastructure, academic, and sports facilities, and equipment are as follows. Being a government-run institution, a constant effort is made to provide safe and secure space for equipment and tools. This committee looks after the construction, repair, and maintenance of the main building and physical infrastructures like water facilities, power supply, and campus maintenance. All work is done through the E-tender system by government agencies as per norms. The minor faults related to the electricity and building repairare attended to and repaired by the college electrician, hired technicians, carpenters, etc. For the maintenance of toilets and service areas part-time college sweepers, kormobondhu has been engaged in cleaning the toilets, washrooms, and buildings. Every department maintains stock registers for keeping the list of equipment and other instruments used in the laboratory. The minor faults of laboratory equipment (if any) are attended to and repaired by the concerned department staff or hired technicians whenever necessary. Maintain stock register regularly to keep a record of the functional and non-functional items of Computer and IT infrastructure. For Furniture related items, there is a college caretaker who looks after the maintenance and minor repair work of the furniture and fixtures and other physical infrastructure. He brings the requirements regarding minor repair work to the notice of the worthy principal and certifies after the work is completed.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://mankarcollege.ac.in/Institutional-infrastructure.aspx

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1871

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

263

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

D. 1 of the above

File Description	Documents
Link to institutional website	https://www.mankarcollege.ac.in/Pdf/Karate/Karate_Class_for_Self_Defence.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

484

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

484

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

19

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

110

File Description	Documents
Upload supporting data for student/alumni	[View File](#)
Any additional information	[View File](#)
Details of student progression to higher education	[View File](#)

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

05

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	[View File](#)

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

08

File Description	Documents
e-copies of award letters and certificates	[View File](#)
Any additional information	[View File](#)
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	[View File](#)

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Following the statute of the University of Burdwan, the students' union is formed every year by elected representatives from all the different classes. The Students' Union has traditionally played a very constructive role in the welfare of the students. It safeguards the interests of both the students and the institution. The Student Union of Mankar College always joins hands with faculty members and college administration to ensure the overall development of the college. It organizes different cultural programs to observe important days, such as 'Netaji's Birthday', 'Republic Day, 'Rabindra Jayanti', 'Nazrul Jayanti', Teachers' Day, Independence Day', Annual Cultural Competitions, 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, the Students' Union organizes annual college exhibitions on the college campus to encourage the creative side of the students. Due to the Covid-19 Pandemic, most of the programs in the 2020-2021 academic year have been conducted online with the active participation of students. From the academic year 2021-2022 all the work is again being conducted in offline mode.

File Description	Documents
Paste link for additional information	https://www.mankarcollege.ac.in/Social-and-cultural.aspx
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

10

File Description	Documents
Report of the event	[View File](#)
Upload any additional information	[View File](#)
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Mankar-College-Alumni-Association is an integral part of the institution. Mankar College has a registered Alumni Association (Reg. No. S0005557 of 2019-2020). It has been formed with the following objectives: • To provide a strong bridge for the students, faculty, and the institute. • To act as a forum for the exchange of information among its members. • To use the experience, wisdom, zeal, ability, and spare time of past students. • To organize and establish scholarship funds to help needy and deserving students. • To exchange professional knowledge, organize technical conferences, seminars workshops & training courses. • To create interest and motivate the alumni to participate in the progress of the college and make them contribute towards the enhancement of their alma mater. In the academic year 2020-2021, a one-day seminar titled Science in Current Society (Dt. 21/12/2021) was organized by the Mankar-College-Alumni-Association in collaboration with the Science Club. The keynote speaker, Dr. Anindya Bose, Senior scientific officer, Dept. of Physics, The University of Burdwan dispelled several superstitions surrounding our daily lives. In the future, the college is committed to using the full potential of an enterprising Alumni Association for the all-round development of the institution.

File Description	Documents
Paste link for additional information	https://mankarcollege.ac.in/Alumni.aspx
Upload any additional information	View File

5.4.2 - Alumni contribution during the year   E. <1Lakhs
(INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Constitutive, complimentary and participative development has been the vision of the of the institution. Based on that the institution has strived to build the characters of the stake-holders into responsible citizens and good human beings. To achieve the same the college has undertaken the following measures:

- Scholarship to meritorious students and to needy students, and student's credit card (funded by the State Government)
- In order to develop student personality the institution constantly endeavours to engage them in student centric activities like academic, career oriented & vocational seminars/workshops/courses.
- To repay its debt to the society the institution has been an active agent of change brought through community oriented programs of NSS, Samabyathi program and recently the College inaugurated a museum on Bengal's social and cultural life with the aim of preserving the ethnographic evidences of the community in which and for which it has thrived.

File Description	Documents
Paste link for additional information	https://mankarcollege.ac.in/Covid-awareness.aspx
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Administrative management through decentralization remains a part and parcel of institutional practice.

- **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 isConstituted as per NAAC guidelines, that includes teaching, NTS and external members**

- **Appointed by Principal on approval of the Governing body Bursar supervises the collegefinancial matters,audit andutilization and disbursements of funds in the college.**

- **Senior most full-time faculty of the department are responsible to ensure smooth running of the departmental academic worksin collaboration with the other teachers of the department**

- **Nodal Officer is 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 playa significant role in smooth functioning of the college. These are led and managed by the Teachers' Council. all annual reports are presented to it along with the IQAC**

- **Teachers participate in decision making regarding Building,Finance and Tender along with GB members**

Participativecontribution of both teaching and non-teaching staffs enables smooth functioning of the institution.

File Description	Documents
Paste link for additional information	https://mankarcollege.ac.in/Governing-body.aspx;
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- **The college assiduously follows the syllabi set by the University of Burdwan.**
- **The institution keeping in mind the emergent trends in global education encourages and practices a blended style of teaching-learning methods like ICT enabled classroom, Google classroom, PPTs, filmsetc.**
- **The college has always believed in mutual exchange of knowledge through discussive platforms like seminar and webinar (during the pandemic years). (detailed list given in uploads)**
- **Students are informed about the distribution of marks of internal assessment on the departmental orientation day and during regular classes as well.**
- **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 program.**
- **The library has 16241 books. The library has a subscription of 3 magazines 3 journals 2 newspapers and 16 CDs and videos.**
- **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**

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

- **Admission rules and regulations of the University of Burdwan are strictly adhered to.**

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://mankarcollege.ac.in/Library.aspx
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies,

administrative setup, appointment and service rules, procedures, etc.

Our College is governed by the Governing Body, which has the responsibility to take care of all the affairs of the college. However, the administration in essence is the responsibility of the Principal who is directly accountable to the Department of Higher Education and the University of Burdwan. The Principal oversees the implementation of plans of the College. He ensures that regular day to day operations are properly conducted, through feedback from conveners', teaching and non teaching staff. The Heads of Departments ensure that the plans communicated to them by the Principal are implemented systematically. The committees are formed at the beginning of the year and are assigned the tasks according to the institutional plans, for the curricular activities that enhance overall development of students. Administrative Committees [Examinations, Scholarships, Purchase, Discipline, Sports, Admissions, Library, etc.] function for the smooth conduct of all administrative activities according to requirements of academic bodies and government rules, there are committees headed by senior faculty to guide the function.

File Description	Documents
Paste link for additional information	https://mankarcollege.ac.in/Governing-body.aspx
Link to Organogram of the Institution webpage	https://mankarcollege.ac.in/Pdf/Organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Welfare Measures for Teaching Staff:

Following welfare schemes and facilities are provided to teaching of the college: ? Academic Facilities: separate space for research work with Wi- Fi facility is 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.

WElfare Measures for Non-teaching:

Following welfare schemes and facilities are provided to the non-teaching staff of the college: ? Academic Facilities: Offices are 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.

File Description	Documents
Paste link for additional information	https://mankarcollege.ac.in/WiFi-campus.aspx
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

8

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

There is an Internal Performance Appraisal system for all its staff members headed by the Principal of the Institution. The Principal monitors and evaluates the performance of all its staff and communicates the areas of improvement or the overall performance annually or as per requirement. Online feedback is also obtained from all students time to time . All these are scrutinized and assessed by the Principal. The Principal further communicates the outcome with the staff members in a completely confidential manner.An annual report submitted to proper authority through CAS for promotion.

File Description	Documents
Paste link for additional information	https://mankarcollege.ac.in/Students-feedback.aspx
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Financial audit undergoes a two pronged process. Internal audit is usually spearheaded by the Finance Committee. Through constant efforts at quality control and improvement Finance Committee checks, corroborates and supervises every internal financial and academic activities that is placed before the Governing Body and gains validity once it is passed by the same.

External audit is subject to the standard audit system of the Higher Education Department, west Bengal Government who send an authorised auditor for the purpose. However, for the year 2020-2022 the Government has not yet sanctioned any auditor for the college.

File Description	Documents
Paste link for additional information	https://www.mankarcollege.ac.in/Audit.aspx
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

NIL

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Resources are mobilized and utilized by the college in accordance to the best practice scenario set by the Governing Body. The primary fund of the college is generated through the fees collected from the students. An expedient framework is laid down through regular meetings and counselling between the Principal, Finance Committee, and Teacher's Council which is then approved by the Governing Body. Fee collection is done in a systematic way within a time frame. Students are informed about the time schedule through notifications on college notice boards, and website. After collection of funds it is utilized for optimum infrastructural development.

Based on the discussions between the Principal, Finance Committee and if necessary with the Building Committee proposals for infrastructural development is placed before the Governing Body and once approved it is sent to the Higher Education Department for

grant of fund. Once fund is disbursed from the competent authority a budget is prepared and every possible effort is made to adhere to the budget. All purchases are made after inviting requisite number of quotations and their proper scrutiny. All the expenditures are checked and approved by at least five office bearers and authorities. Internal checks and controls are very much in place which ensures transparency in financial resource management. The resources are carefully allocated to meet overall administrative requirements including recruitment of staff as and when required, infrastructural upgradation and maintenance, enhancement of teaching and learning environment, faculty development etc.

File Description	Documents
Paste link for additional information	https://mankarcollege.ac.in/Pdf/Organogram.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Academic sets curriculum, mentor-mentee list under the supervision of IQAC, according to the instruction of university internal assessment continuously supervised by IQAC, through this students are engaged academically as advanced learners and slow learners, post exam semester segregation.

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

College organized a friendly cricket match between the Teaching staff and the NTS on 16/12/2021. Three NTS participated in the webinar organized in the Webinar on GST organized by Commerce Department

Post Accreditation initiative(s):

1. **Cultural and ethnographic museum opened for the benefit of the students and staffs alike**
2. **Sanitary Napkin Vending Machine has been installed in the Girl's Common room**
3. **Netaji Research Centre has been opened in the college**
4. **New Annex building in operation where the administrative section has shifted its workload**
5. **Library shifted to the Annex building**
6. **Separate gym for boys and girls has become functional in the Annex building**
7. **Waste management plan- a) rainwater harvesting b) waste water management behind the college canteen utilized for gardening in college**
8. **Renovation of the Main building for future extension of classrooms on the second floor**

File Description	Documents
Paste link for additional information	https://mankarcollege.ac.in/Minutes-of-iqac.aspx
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

- **All the teachers are encouraged to use audio-visual teaching aids, charts, models etc. for effective teaching-learning processes.**
- **Almost all the laboratories are provided with charts, models etc for effective teaching- learning process.**

- **Students feedback on faculty, teaching learning process and evaluation: Students feedback significantly shows the actual quality of teaching learning process. The students feedback is conducted as per the following norms: a. All the students are allowed to give feedback on faculty, teaching learning process and evaluation so that actual picture is ascertained. b. After evaluating the feedback from students, the teacher if evaluated with low performance is instructed accordingly. c. The whole process is being operated through IQAC and no other**

faculty member is involved at any stage.

- **Academic monitoring: The academic monitoring committee conducts regular visit to the classes regarding the regularity and punctuality of class work. The Principal is informed on daily basis.**

- **Syllabus Monitoring: The Principal (chairman IQAC) keeps vigil on the completion of syllabus and ascertains information regarding the syllabus completed, so that the prescribed syllabus is completed within stipulated time conducted through close monitoring of the departmental meetings.**

File Description	Documents
Paste link for additional information	https://mankarcollege.ac.in/Students-feedback.aspx
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://mankarcollege.ac.in/Students-feedback.aspx
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Mankar College makes continuous endeavours to promote gender equity in the college. Apart from encouraging the students to respect people belonging to other genders, the college also takes necessary steps to make the female students self-reliant regarding their self-defence and security. In the academic year 2021-22, the college has introduced Karate Class for Self-Defence for female students only. The Institute sincerely thinks that making the girls capable of defending themselves, in a society where everyone gives them the status of second-class citizens, would undoubtedly help them earn respect and therefore help establish the atmosphere of gender equity on the campus. In session 2021-22 the number of enrolments was 76. On 8th March, 2022 the college arranged a student seminar on Gender Awareness. The speakers were Dr. Swati Roy Chowdhury, Assistant Professor, Dept. of English, Vijaygarh Jyotish Roy College, Kolkata and Abhishek Samanta, Assistant Professor, Dept. of English, Mankar College, Purba Bardhaman.

File Description	Documents
Annual gender sensitization action plan	https://www.mankarcollege.ac.in/Social-responsibility.aspx
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://mankarcollege.ac.in/Vending-machine.aspx

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	[View File](#)

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Our college shares a green campus. Keeping it clean has always been a priority. Therefore, we have the facilities for Liquid Waste Management installed within the campus. The main liquid wastes come from the canteen and the toilets respectively. If they are left untreated, they spread diseases and foul smells. Therefore, the liquid management system is a basic requirement. The liquid waste is collected in covered underground pits with a natural wall through a covered pipeline and sewage system. The college in recent future shall also install a solid waste management system within the campus. Mankar College has a Computer Science department. We are also looking forward to installing a proper E-waste Management system on the campus. The process of the above-mentioned project has already begun.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	https://mankarcollege.ac.in/Social-responsibility.aspx
Any other relevant information	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **C. Any 2 of the above**

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities   **C. Any 2 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment   **C. Any 2 of the above**

with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Mankar College is situated in West Bengal which has the majority of Bengalis in ethnic demography. But our college is in the Jungle Mahal of the Radh region, where we have a considerable population who are Santhali speaking people. Mankar College respects the constitutional rights of every Indian citizen and in the spirit of inclusion of people of diverse languages and culture has organised the Santhali Language Victory Day at the College Auditorium on 22/12/2021. The occasion was chaired by Prof. (Dr.) Sukanta Bhattacharyya, Principal, Mankar College and the chief guest was Jagendranath Murmu, HOD, Dept of Santali, The University of Burdwan.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Mankar College has a heritage of giving priority to constitutional obligations. Every year the college arranges a programme or talk on Constitution Day to make the students and the staff aware of the values, rights, duties and responsibilities of citizens. In 2021, on 26th November, which is celebrated as the National Constitution Day we invited Prof. Jyotirmoy Bhattacharyya, a retired professor, Dept of Political Science, Burdwan Raj College to deliver a talk on values, rights, duties and responsibilities of citizens in a one-day state-level seminar. The title of his lecture was "Bharatiya Yuktarashtriya Kathamo: Bartaman Paristhiti(Indian Federal System: Present Scenario)" . He spoke on the present socio-political scenario and our duty towards the nation. The occasion was chaired by Prof. (Dr.) Sukanta Bhattacharyya, Principal, Mankar College. He happens to be from the discipline of Political Science as well. The celebration began with reading the Preamble of The Indian Constitution and taking the pledge to abide by the Constitution and fulfil one's duties as a citizen. The College authority has taken steps to confirm that a copy of the Preamble of the Constitution is displayed in every department and open arenas accessible to students and staff members, like libraries and corridors.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<u>View File</u>
Any other relevant information	<u>View File</u>

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Mankar College always gives priority to the overall development of the students. Apart from routine wise classes, year-long sports and cultural activities, we also celebrate National and International commemorative days to make them aware of the achievements of the Nation as well as the human race. In the 2021-22 session, we celebrated Independence Day and Republic Day at the campus on and 15th of August 2021 and the 26th of January 2022 respectively and celebrated International Teachers' Day in online mode on the 5th of September, 2022.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Practice 1: Emphasis on Physical Education and Participation in Sports Activities

- **We are organising annual sports on regular basis.**
- **We participate in inter-college, district-level, state level and national sports and athletics events on regular basis.**
- **Dedicated sports instructors are regularly involved in honing**

the sports and athletic skills of the students.
- Physical Education has been introduced as a subject in college.
- The teachers even train the students outside the college hour if needed.
- The college also tries to look after the other needs of the athletes so that they can concentrate on their activities wholeheartedly.

Practice 2: Celebrating Bhasha Divas (International Mother Language Day) and other important days including Constitution Day for preaching inclusion, tolerance and human rights.

The Practice: Cultural programme is organised on 21st February, International Mother Language Day. This year we felicitated Padmashri Shri Sujit Chattopadhyay on the day. On 22nd December we celebrate the Santali Language victory Divas and the Hindi Pakhwara between 14th and 30th September.

In 2021, on 26th November, National Constitution Day, we invited Prof. Jyotirmoy Bhattacharyya, a retired professor of the Department of Political Science, Burdwan Raj College to deliver a talk on values, rights, duties, and responsibilities of citizens.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	[View File](#)

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

As Mankar College is located adjacent to the Jungle mahal of the former Maharaja of Barddhaman, it caters to the demand of a large number of people belonging to scheduled castes and scheduled tribes. A demographical diversity can be found in the villages around the college. A large number of populations belong to SC, ST and Minority communities and many are financially backward. The college encourages students from these backward areas to enlighten themselves with the blessings of education and shine in life. There is a facility to study under Netaji Open University on our campus which allows them to continue their education while managing their

employment simultaneously. Women's education and employment are often discouraged among these socially and educationally backward families. As a result, the percentage of girl students is considerably high. Participation of girl students in NSS & NCC satisfactory. Throughout the year we try to encourage female students for being employed. Another thing is the hygiene of women during the days of menstruation. Often, they are either unaware of or can't afford hygiene during those days and thus miss classes. We have installed a sanitary napkin-vending machine in the girls' common room to help them with the problem.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Efficacy of curriculum development ensures listing of topics, sequence of topics, clarity, accuracy and appropriateness of topic presentation. The institution ensures emphasis on topic delivery, completing in proper frequency with depth and pace. To implement this, timely publication of class time table is made. This time table is framed for all departments showing honours and general classes for every semester as well as core courses, generic elective and ability enhancement compulsory courses for CBCS system. The departments keep the records and documents of the curriculum delivery and upgrade the progress of the students in respect of attendance and internal assessment. Here, teachers of the departments act as mentors and interact with the respective mentees to get acquainted with their problems and need. The college follows strictly the academic calendar as prescribed by the parent university. The institution also prepares a flexible academic calendar for the college as a whole and it strictly conforms to the academic calendar in rigorous way for the benefit of the students. The college prospectus is displayed on the webpage of the college for easy reference so that the students are aware of the academic session activities. This includes the subject combinations, CBCS details etc.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://mankarcollege.ac.in/Academic-calendar.aspx

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institutestrictly follows the academic calendar as prescribed by The University of Burdwan from time to time for conducting

academic affairs like registration, filling up of the form, internal examinations, final examinations including theory, practical, tutorial, viva etc. The respective notices can be found on the college webpage as well as with all the departments. A tentative period for internal examination is mentioned in the college academic calendar. After the completion of certain units of the curricula, class tests are mainly conducted to assess the extent to which the students have understood the content of the unit and their ability to deliver compact answers to the questions provided. As per the requirement of the CBCS curricula of The University of Burdwan , internal assessment are mandatorily carried on twice in a semester in the form of written examination, assignments/projects, power point presentation, viva-voce, class performances and attendance. All internal assessments are conducted as per the academic calendar of the college and the schedule of the affiliating university. A separate internal assessment committee is there in the college under the Teachers' Council to look after this matter. This committee plans and executes the whole process of internal evaluation.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://mankarcollege.ac.in/Academic-calendar.aspx

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

30

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

30

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

30

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The institute as well as the parent university strongly believe in the holistic development of its students. Hence, the curricula of the parent university apart from being interdisciplinary and multidisciplinary, incorporates issues of equity, social justice, professional ethics, gender, environmental protection, and sustainability. Every undergraduate student of the college mandatorily completes four credit courses on environmental studies where they gain practical knowledge related to the environment. However, classroom teaching integrates major social issues like gender, professional ethics, human values, environmental issues in various ways within the parameters of the syllabus. For example the geography department has a practical course of "Environment Geography". The Sanskrit department has courseson "Ethical and Moral issues", "Art of balanced living". The philosophy department offers course on "Western Ethics ". English department offers a course on "Woman and Empowerment", which discusses issues on social construction of gender. The curriculum of Bengali Department (PG) talks about gender and woman empowerment. Human values are communicated, discussed in classes almost every day by teachers. Most importantly, the students are exposed to different extension activities and team works where they learn the core of a highly ethical professional life while preparing for presentations, seminars, wall magazines and departmental stall.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

29

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

1213

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://mankarcollege.ac.in/Students-feedback.aspx

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

`1400`

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of

supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

428

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The initiatives have been taken by all departments for slow learners are as follows:

1. Arrangement of bridge classes, which connect students' previous course, and the course students want to continue and it holds 33% sharing of total classes for slow learners.
2. Doubt clearing classes to remove the pre-examination jitters of students to a great extent. It shares 40% of total classes.
3. Special classes for Students with common inability to understand their study materials and deficiency in skillful tasks and it holds 27% of total classes.

The initiatives have been taken for advance learners are as follows:

1. Classes taken for Preparation for admission test/interview, which is 21% of total classes taken for advance learners.
2. Several problem based exercises are given to the students to enhance their skill and intelligence level by majority of the departments. It accounts 23% of total classes.
3. Several E-links, advance course materials have been suggested to the students to help them gain an in-depth knowledge of the subject. It holds 41% of total classes.
4. For evaluating or for encouraging thinking procedure, assignments of review writing are offered by humanities and social science departments. It constitutes 15% of total

classes taken for advance learners.

File Description	Documents
Link for additional Information	https://mankarcollege.ac.in/Advance-learners.aspx
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2812	**91**

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Mankar College, being endowed with excellent faculties instigates continuous efforts on students' centric learning. These are as follows for the session 2021-22:

Experimental Learning:

1. **Micro Project: Initiated by departments of Computer Science, Geography, Mathematics and Commerce.**
2. **Field Visit: Adopted by Department of Geography, Bengali, Computer Science, History, Nutrition.**
3. **Internship: Adopted by Department of Computer Science to enable the students to gain practical experience in industry and to develop skill for their upcoming professional career.**
4. **Lab Based: Initiated by departments of Computer Science and Geography.**

Participatory Learning:

1. **Group discussion: It is adopted by majority of departments.**
2. **Students' Seminar: Arranged by all departments.**

3. **Poster Presentation:** Arranged by departments of history, Geography and Nutrition.
4. **Movie Screening:** Conducted by departments of Bengali, English and History.
5. **Debate Competition:** Organized by department of Geography on 5th June, 2021.
6. **Digital Magazine:** Digital magazine has been brought out by the department of Geography on World Environment day. Department of computer science published their magazine on "I Deserve".
7. **Review Writing:** Arranged by departments of Sanskrit, Santali, History and Nutrition.

Problem Solving Learning:

1. **Assignments:** Problem based home assignment has been given by many departments.
2. **Quiz:** Topic based quiz has been arranged by department of Computer Science and History.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://mankarcollege.ac.in/Ict-enabled-classroom.aspx

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The faculties of Mankar College have given continuous effort to use of ICT tools in teaching-learning process. The following heads highlight the different endeavours made by faculties during this session:

1. All faculties of the college have taken online classes through different platforms through G-Suite accounts, which facilitate recording options and provision of jam board positively.
2. Faculties of several departments used power point presentation in their classrooms; however, departments like Geography, Computer Science and History make use of ppt in regular basis.
3. Learning Management System, which enables uploading of e-

materials and assignments, are being used by the departments - Geography, English, History, Nutrition, Computer Science, Mathematics, Chemistry and Physics have been adopted.

4. **Bengali department uses Podcast for making the class interactive and interesting.**
5. **Departments of Bengali, English and History presented documentary films for convenience of their students.**
6. **The college took initiatives to train faculties on e-content development and regarding this college sponsored few of its faculties to receive training on the course "E-Content Development", organized by St. Ann's College, Assam on and from 07.06.2021 to 12.06.2021.**
7. **Many faculties of several departments prepared e-content on their respective topics at 'E-GyanUdyog', which is college's own e-content repository available at college's website.**

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://mankarcollege.ac.in/Ict-enabled-classroom.aspx

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

89

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

91

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

14

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

805

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal assessment is conducted by internal assessment committee. It maintains a fair impartial and transparent internal assessment system. The committee framed schedule of assessment after discussion with principal and all HoDs in the session 2021-22. The departmental heads were requested to submit questions papers in the same meeting. Hods appointed paper setters for all courses through departmental meeting. Afterwards, departmental review meeting was arranged for moderation, if necessary. This process is done twice for each semester. The important modes of examination for the session 2021-22 were class test, viva voce, assignments and MCQs.

In addition to this, several students' centric internal evaluation methods have been initiated by different departments to support the idea of continuous evaluation. Regarding this, the important attempts for the session 2021-22 are as follows:

1. Mini projects were initiated by Departments of Geography and Computer Science.
2. Department of Mathematics, Geography, Computer Science arranged online Power point presentation for 5th and 6th Semester Honours Students.
3. Surprise tests were conducted by Departments of Geography, Computer Science, Mathematics and Nutrition.
4. Practical examinations along with viva were arranged by Departments of Geography, Computer, Mathematics, Nutrition, Physics, Chemistry and Physical education.
5. Department of Nutrition initiated mock test to facilitate students for examination.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://mankarcollege.ac.in/Internal-assessment.aspx

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The mechanism of dealing with grievances relating to internal assessment is looked after by Internal Assessment Committee. In the session 2021-22, only three grievances have been recorded.

Those mostly include two issues –appeal for reducing syllabus load and appeal for showing evaluated answer scripts. The teachers of the college evaluate the mechanism of internal examination several times to effectively deal with the difficulties and limitations of the existing practice.

The existing mechanism for dealing with the grievance of the students is as follows:

1. Students can lodge their complaints to the Principal. On receiving the complaint/s the Principal will arrange a meeting with the members of the Internal Assessment Committee and the respective HODs.
2. The members will ascertain the relevance of the grievance and if it is found justified, the concerned department will initiate needful steps.
3. However, if it is found that the complaint has no justification then the concerned departmental Head will formally meet the complainant/s along with the mentor/s of the student/s and explain to the student/s the inappropriateness of the complaint, rectify the mistakes and the matter will thus be settled ensuring benefit to the student/s.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://mankarcollege.ac.in/Internal-assessment.aspx

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The course outcomes and programme outcomes approach is an attempt to construct teaching-learning process in a student-centric manner which provides a focused and outcome based feedback to the students. Mankar College prepared Course Outcomes and Programme Outcomes for B.A., B.Sc. and B.Com.courses for all respective disciplines and uploaded it at college website.

The teaching faculties of the college participated actively in formulation of Course Outcomes and Programme Outcomes (COPO). Each Department appointed one teacher in-charge for all

respective courses considering their specialization and area of interest. Afterwards, teachers formulated list of COPO and presented it in another departmental meeting to finalize it. With modification and corrections, final draft of COPO was prepared and submitted to the coordinator, IQAC.

At the commencement of each semester, any teacher of the department discusses learning outcomes in the classroom. The programme outcomes are also clearly discussed by the teacher and at the same time he or she tries to highlight the goal or objective of programmes outcomes. Similarly, during beginning of individual course respective teachers elaborate module-wise course outcomes and try to relate it with programme outcomes. Hence, students are made aware of course/programme expectations at the very commencement of the teaching-learning process.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://mankarcollege.ac.in/Co-po.aspx
Upload COs for all courses (exemplars from Glossary)	[View File](#)

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The calculation of attainment was done by four selected departments – Department of Computer Science, Department of Mathematics, Department of Geography and Department of Political Science for the session 2021-22. The steps of calculation of attainment are as follows:

1. In the beginning of session 2021-22, selected four departments frame the matrix of course outcomes and programme outcomes based on five point scale, where value five (5) denotes very highly correlated and in contrary value one (1) denotes very poorly correlated.
2. Course attainment are measured based on the individual marks obtained by the students in three category – attainment level 3 (high score), attainment level 2 (medium score) and attainment level 1 (low score).

3. Thereafter, Course attainment of individual courses has been calculated considering the student performance in the University examination.

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4. The attainment values in respect to individual courses have
been assigned into COPO matrix and thereafter average attainment
values of POs have been derived by averaging respective values of
CO.

6. If the target levels of POs have been achieved, higher
attainment levels will be set for the next academic year
(2022-23) in order to promote continuous upgradation. But,
wherein targets have not been achieved special actions are taken
by the department.
```

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://mankarcollege.ac.in/Co-po.aspx

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

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506
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File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://mankarcollege.ac.in/Result-analysis.aspx

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://mankarcollege.ac.in/Pdf/Feedback/Feedback%20Report%202021-22.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

14

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

7

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

10

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Educational institution plays an important role in sensitizing students regarding their social responsibilities towards the

community. Different activities are carried away through out the session within the campus and as outreach programme involving the students with the objective of sensitizing students in various social issues and strengthening community participation for holistic development.These activities are mainly organized under the banner of NSS & NCC. During the Covid 19 pandemic situation students prepared video under the supervision of NSS & NCC to make people aware about itand prevention measures to be followed. These videos were uploaded in the college website.In collaboration with Mankar Mangalam Welfare Society availability of medical facilities urgently neededfor Covid pandemic situation were displayed in the website. NSS in collaboration with IQAC organized awebinar on " Finding hope in crisis of covid-19 Pandemic" . The college organized programme todistribute food items among the villagers of Mankar who were facing economic stress during Covidsituation under the project of " Samabyathi". Clothes were distributed among the poor villagers of Panchamahuli, the NSS adopted village, during the Covid pandemic situation to extend help to the community.

File Description	Documents
Paste link for additional information	https://mankarcollege.ac.in/Social-responsibility.aspx
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS

awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

16

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1050

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

5

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Institute is facilitated with a sufficient number of classrooms, technology enabled learning spaces, seminar halls, laboratories, specialized facilities, equipment for teaching, learning and research etc. The college has 41 classrooms that are well-ventilated, well-furnished for conducting theory classes. Each room has a sufficient seating capacity with Wi-Fi enabled and 8 room has provided with LCD projectors, Wi-Fi and LAN enabled internet connectivity (125 MBPS internet facility is provided in college).The college has 2 seminar rooms that also have ICT -enabled facilities .Laboratories are well equipped and maintained so that students can carry out both curriculum and research related activities. Total 83 computers are used only for

students. Laboratories are equipped with latest instruments along with high speed Wi-Fi networks. At the beginning of the academic year need assessment for replacement /up-gradation/addition of the existing infrastructure is carried out based on the suggestions from Heads of the departments and the Academic Committee after reviewing course requirements. The Routine committee plans ahead for all requirements regarding the availability of classrooms, laboratories, furniture and other equipment. whenever the need arises to augment infrastructure in terms of the classroom, laboratory books etc., DPR'S are submitted to the higher education department for allotment of funds and execution of work thereof. Distinguishing features of the College include the following; The college ensures optimal utilization of the resources by encouraging innovative teaching-learning practices like the use of PowerPoint presentations, LCD projectors, smart boards etc.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://mankarcollege.ac.in/Institutional-infrastructure.aspx

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution utilizes its resources to provide an environment to its students where they are encouraged to participate in sports and extracurricular activities. This ensures a holistic development and an all-rounded personality. Students are trained in sports under the guidance of qualified and specialized teachers of the physical education department. Systematic training and encouragement is provided to those students who show extraordinary skills in different sports. These students are selected through selection trials, mainly held on the day of college sports. They are trained and encouraged to participate in various levels of competition including intra-college events, inter-university events, National events. Intra-college events are also organized by the college to encourage students to participate. Tracksuits and all sporting gear are provided to the students for major/minor events. Winner, runners-up and third place holders are duly rewarded by trophies. Although the college doesn't have an established Yoga programm, we have applied to The University of Burdwan for affiliation of one certificate

programmin Yoga.The college believes in the all-around development of its students. It constantly encourages them to take part in extracurricular activities to spark their interests and cultivate leadership qualities as well as team spirit. Every year the college conducts cultural programs to make this happen. Apart from an auditorium having capacity of 300 seats, the college also has one AC seminar hall (Rabindra Hall)having 100 seatsfor conduction of different cultural programs. There is a separate cultural committee for planning and implimentation of such programs.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://mankarcollege.ac.in/Institutional-infrastructure.aspx

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

08

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

08

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://mankarcollege.ac.in/Ict-enabled-classroom.aspx
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

NIL

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Mankar College library provides a base for knowledge dissemination within the institution and also enables connectivity with online knowledge resources.

Name of the ILMS software: SOUL 2.0

Year of Automation: started in 2011

Version: 2.0

Nature of Automation: Partial automation

Mankar College Library Website : Mankar College Library users can also access e-resources through college library website. Mankar College Library website is hyperlinked with college website as well in homepage in Koha Cloud services link. Arrays of e-resources are hyperlinked and access with the following tabs :

- **Home**
- **About**
- **Library – Sub – Committee**
- **Library serves**
- **National Library, India -Resources**
- **SWAYAM**
- **Library Rules and Instruction**
- **Library manual**
- **Audio Books**
- **OPAC Services**
- **Library Book Collection**
- **New Book Arrival**
- **Rare Book Collection**
- **Electronic Resources**

- **E-Learning resources**
- **E-journals**
- **NLIST e-book**
- **NLIST e-journals**
- **Syllabus**
- **Digital Reference Services**
- **Question Paper and e-books Archive**
- **E-studymaterial**
- **ETD (Electronic Theses and Dissertations) resources**
- **Mankar College Youtube Channels**
- **Notice**
- **Library Team**
- **Career Guidance**
- **Gallery**
- **E-newspapers**
- **Useful Links**
- **Future Plan**
- **Blog**
- **FAQ (Frequently Ask Questions)**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://mankarcollegelibrary.wordpress.com/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

35801

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

46.86

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college IT infrastructure was upgraded every year to specific needs. The interactive board, LCD Projector, Printers, and high-configuration PCs were installed in the college. Smart classrooms equipped with an interactive board, LCD projector, Digital Podium with the inbuilt system, microphone system and speakers were installed. The whole college has been made Wi-Fi enabled with cable net internet with speed up to 125 MBPS. Few departments have a Wi-Fi facility now.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mankarcollege.ac.in/Ict-enabled-classroom.aspx

4.3.2 - Number of Computers

95

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

1702772

File Description	Documents
Upload any additional information	[View File](#)
Audited statements of accounts.	[View File](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Institutional mechanisms for maintenance and up-gradation of the physical infrastructure, academic, and sports facilities, and equipment are as follows. Being a government-run institution, a constant effort is made to provide safe and secure space for

equipment and tools. This committee looks after the construction, repair, and maintenance of the main building and physical infrastructures like water facilities, power supply, and campus maintenance. All work is done through the E-tender system by government agencies as per norms. The minor faults related to the electricity and building repairare attended to and repaired by the college electrician, hired technicians, carpenters, etc. For the maintenance of toilets and service areas part-time college sweepers, kormobondhu has been engaged in cleaning the toilets, washrooms, and buildings. Every department maintains stock registers for keeping the list of equipment and other instruments used in the laboratory. The minor faults of laboratory equipment (if any) are attended to and repaired by the concerned department staff or hired technicians whenever necessary. Maintain stock register regularly to keep a record of the functional and non-functional items of Computer and IT infrastructure. For Furniture related items, there is a college caretaker who looks after the maintenance and minor repair work of the furniture and fixtures and other physical infrastructure. He brings the requirements regarding minor repair work to the notice of the worthy principal and certifies after the work is completed.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://mankarcollege.ac.in/Institutional-infrastructure.aspx

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1871

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

263

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**D. 1 of the above**

File Description	Documents
Link to institutional website	https://www.mankarcollege.ac.in/Pdf/Karate/Karate_Class_for_Self_Defence.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

484

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

484

File Description	Documents
Any additional information	[View File](#)
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	[View File](#)
Details of student grievances including sexual harassment and ragging cases	[View File](#)

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

19	
File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

110	
File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

05	
File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

08

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Following the statute of the University of Burdwan, the students' union is formed every year by elected representatives from all the different classes. The Students' Union has traditionally played a very constructive role in the welfare of the students. It safeguards the interests of both the students and the institution. The Student Union of Mankar College always joins hands with faculty members and college administration to ensure the overall development of the college. It organizes different cultural programs to observe important days, such as 'Netaji's Birthday', 'Republic Day, 'Rabindra Jayanti', 'Nazrul Jayanti', Teachers' Day, Independence Day', Annual Cultural Competitions, 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, the Students' Union organizes annual college exhibitions on the college campus to encourage the creative side of the students. Due to the Covid-19 Pandemic, most of the programs in the 2020-2021 academic year have been conducted online with the active participation of students. From the academic year 2021-2022 all the work is again being conducted in offline mode.

File Description	Documents
Paste link for additional information	https://www.mankarcollege.ac.in/Social-and-cultural.aspx
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

10

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Mankar-College-Alumni-Association is an integral part of the institution. Mankar College has a registered Alumni Association (Reg. No. S0005557 of 2019-2020). It has been formed with the following objectives: • To provide a strong bridge for the students, faculty, and the institute. • To act as a forum for the exchange of information among its members. • To use the experience, wisdom, zeal, ability, and spare time of past students. • To organize and establish scholarship funds to help needy and deserving students. • To exchange professional knowledge, organize technical conferences, seminars workshops & training courses. • To create interest and motivate the alumni to participate in the progress of the college and make them contribute towards the enhancement of their alma mater. In the academic year 2020-2021, a one-day seminar titled Science in Current Society (Dt. 21/12/2021) was organized by the Mankar-College-Alumni-Association in collaboration with the Science Club. The keynote speaker, Dr. Anindya Bose, Senior scientific officer, Dept. of Physics, The University of Burdwan dispelled several superstitions surrounding our daily lives. In the future, the college is committed to using the full potential of an enterprising Alumni Association for the all-round development of

the institution.

File Description	Documents
Paste link for additional information	https://mankarcollege.ac.in/Alumni.aspx
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Constitutive, complimentary and participative development has been the vision of the of the institution. Based on that the institution has strived to build the characters of the stake-holders into responsible citizens and good human beings. To achieve the same the college has undertaken the following measures:

- **Scholarship to meritorious students and to needy students, and student's credit card (funded by the State Government)**
- **In order to develop student personality the institution constantly endeavours to engage them in student centric activities like academic, career oriented & vocational seminars/workshops/courses.**
- **To repay its debt to the society the institution has been an active agent of change brought through community oriented programs of NSS, Samabyathi program and recently the College inaugurated a museum on Bengal's social and cultural life with the aim of preserving the ethnographic evidences of the community in which and for which it has thrived.**

File Description	Documents
Paste link for additional information	https://mankarcollege.ac.in/Covid-awareness.aspx
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Administrative management through decentralization remains a part and parcel of institutional practice.

- **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 isConstituted as per NAAC guidelines, that includes teaching, NTS and external members**

- **Appointed by Principal on approval of the Governing body Bursar supervises the collegefinancial matters,audit andutilization and disbursements of funds in the college.**

- **Senior most full-time faculty of the department are responsible to ensure smooth running of the departmental academic worksin collaboration with the other teachers of the department**

- **Nodal Officer is 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 playa significant role in smooth functioning of the college. These are led and managed by the Teachers' Council. all annual reports are presented to it along with the IQAC**

- **Teachers participate in decision making regarding Building,Finance and Tender along with GB members**

Participativecontribution of both teaching and non-teaching staffs enables smooth functioning of the institution.

File Description	Documents
Paste link for additional information	https://mankarcollege.ac.in/Governing-body.aspx;
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- **The college assiduously follows the syllabi set by the University of Burdwan.**
- **The institution keeping in mind the emergent trends in global education encourages and practices a blended style of teaching-learning methods like ICT enabled classroom, Google classroom, PPTs, filmsetc.**
- **The college has always believed in mutual exchange of knowledge through discussive platforms like seminar and webinar (during the pandemic years). (detailed list given in uploads)**
- **Students are informed about the distribution of marks of internal assessment on the departmental orientation day and during regular classes as well.**
- **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 program.**
- **The library has 16241 books. The library has a subscription of 3 magazines 3 journals 2 newspapers and 16 CDs and videos.**
- **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**

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

- **Admission rules and regulations of the University of Burdwan are strictly adhered to.**

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://mankarcollege.ac.in/Library.aspx
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Our College is governed by the Governing Body, which has the responsibility to take care of all the affairs of the college. However, the administration in essence is the responsibility of the Principal who is directly accountable to the Department of Higher Education and the University of Burdwan. The Principal oversees the implementation of plans of the College. He ensures that regular day to day operations are properly conducted, through feedback from conveners', teaching and non teaching staff. The Heads of Departments ensure that the plans communicated to them by the Principal are implemented systematically. The committees are formed at the beginning of the year and are assigned the tasks according to the institutional plans, for the curricular activities that enhance overall development of students. Administrative Committees [Examinations, Scholarships, Purchase, Discipline, Sports, Admissions, Library, etc.] function for the smooth conduct of all administrative activities according to requirements of academic bodies and government rules, there are committees headed by senior faculty to guide the function.

File Description	Documents
Paste link for additional information	https://mankarcollege.ac.in/Governing-body.aspx
Link to Organogram of the Institution webpage	https://mankarcollege.ac.in/Pdf/Organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance	**A. All of the above**

and Accounts Student Admission and Support Examination

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Welfare Measures for Teaching Staff:

Following welfare schemes and facilities are provided to teaching of the college: ? Academic Facilities: separate space for research work with Wi- Fi facility is 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.

WElfare Measures for Non-teaching:

Following welfare schemes and facilities are provided to the non-teaching staff of the college: ? Academic Facilities: Offices are 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.

File Description	Documents
Paste link for additional information	https://mankarcollege.ac.in/WiFi-campus.aspx
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

8

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

There is an Internal Performance Appraisal system for all its staff members headed by the Principal of the Institution. The Principal monitors and evaluates the performance of all its staff and communicates the areas of improvement or the overall

performance annually or as per requirement. Online feedback is also obtained from all students time to time . All these are scrutinized and assessed by the Principal. The Principal further communicates the outcome with the staff members in a completely confidential manner.An annual report submitted to proper authority through CAS for promotion.

File Description	Documents
Paste link for additional information	https://mankarcollege.ac.in/Students-feedback.aspx
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Financial audit undergoes a two pronged process. Internal audit is usually spearheaded by the Finance Committee. Through constant efforts at quality control and improvement Finance Committee checks, corroborates and supervises every internal financial and academic activities that is placed before the Governing Body and gains validity once it is passed by the same.

External audit is subject to the standard audit system of the Higher Education Department, west Bengal Government who send an authorised auditor for the purpose. However, for the year 2020-2022 the Government has not yet sanctioned any auditor for the college.

File Description	Documents
Paste link for additional information	https://www.mankarcollege.ac.in/Audit.aspx
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

NIL	

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Resources are mobilized and utilized by the college in accordance to the best practice scenario set by the Governing Body. The primary fund of the college is generated through the fees collected from the students. An expedient framework is laid down through regular meetings and counselling between the Principal, Finance Committee, and Teacher's Council which is then approved by the Governing Body. Fee collection is done in a systematic way within a time frame. Students are informed about the time schedule through notifications on college notice boards, and website. After collection of funds it is utilized for optimum infrastructural development.

Based on the discussions between the Principal, Finance Committee and if necessary with the Building Committee proposals for infrastructural development is placed before the Governing Body and once approved it is sent to the Higher Education Department for grant of fund. Once fund is disbursed from the competent authority a budget is prepared and every possible effort is made to adhere to the budget. All purchases are made after inviting requisite number of quotations and their proper scrutiny. All the expenditures are checked and approved by at least five office bearers and authorities. Internal checks and controls are very much in place which ensures transparency in financial resource management. The resources are carefully allocated to meet overall administrative requirements including recruitment of staff as and when required, infrastructural upgradation and maintenance, enhancement of teaching and learning environment, faculty development etc.

File Description	Documents
Paste link for additional information	https://mankarcollege.ac.in/Pdf/Organogram.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Academic sets curriculum, mentor-mentee list under the supervision of IQAC, according to the instruction of university internal assessment continuously supervised by IQAC, through this students are engaged academically as advanced learners and slow learners, post exam semester segregation.

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

College organized a friendly cricket match between the Teaching staff and the NTS on 16/12/2021. Three NTS participated in the webinar organized in the Webinar on GST organized by Commerce Department

Post Accreditation initiative(s):

1. Cultural and ethnographic museum opened for the benefit of the students and staffs alike
2. Sanitary Napkin Vending Machine has been installed in the Girl's Common room
3. Netaji Research Centre has been opened in the college
4. New Annex building in operation where the administrative section has shifted its workload
5. Library shifted to the Annex building

6. **Separate gym for boys and girls has become functional in the Annex building**
7. **Waste management plan- a) rainwater harvesting b) waste water management behind the college canteen utilized for gardening in college**
8. **Renovation of the Main building for future extension of classrooms on the second floor**

File Description	Documents
Paste link for additional information	https://mankarcollege.ac.in/Minutes-of-iqac.aspx
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

- **All the teachers are encouraged to use audio-visual teaching aids, charts, models etc. for effective teaching-learning processes.**
- **Almost all the laboratories are provided with charts, models etc for effective teaching- learning process.**

- **Students feedback on faculty, teaching learning process and evaluation: Students feedback significantly shows the actual quality of teaching learning process. The students feedback is conducted as per the following norms: a. All the students are allowed to give feedback on faculty, teaching learning process and evaluation so that actual picture is ascertained. b. After evaluating the feedback from students, the teacher if evaluated with low performance is instructed accordingly. c. The whole process is being operated through IQAC and no other faculty member is involved at any stage.**

- **Academic monitoring: The academic monitoring committee conducts regular visit to the classes regarding the regularity and punctuality of class work. The Principal is informed on daily basis.**

- **Syllabus Monitoring: The Principal (chairman IQAC) keeps vigil on the completion of syllabus and ascertains**

information regarding the syllabus completed, so that the prescribed syllabus is completed within stipulated time conducted through close monitoring of the departmental meetings.

File Description	Documents
Paste link for additional information	https://mankarcollege.ac.in/Students-feedback.aspx
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://mankarcollege.ac.in/Students-feedback.aspx
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Mankar College makes continuous endeavours to promote gender

equity in the college. Apart from encouraging the students to respect people belonging to other genders, the college also takes necessary steps to make the female students self-reliant regarding their self-defence and security. In the academic year 2021-22, the college has introduced Karate Class for Self-Defence for female students only. The Institute sincerely thinks that making the girls capable of defending themselves, in a society where everyone gives them the status of second-class citizens, would undoubtedly help them earn respect and therefore help establish the atmosphere of gender equity on the campus. In session 2021-22 the number of enrolments was 76.On 8th March, 2022 the college arranged a student seminar on Gender Awareness. The speakers were Dr. Swati Roy Chowdhury, Assistant Professor, Dept. of English, Vijaygarh Jyotish Roy College, Kolkata and Abhishek Samanta, Assistant Professor, Dept. of English, Mankar College, Purba Bardhaman.

File Description	Documents
Annual gender sensitization action plan	https://www.mankarcollege.ac.in/Social-responsibility.aspx
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://mankarcollege.ac.in/Vending-machine.aspx

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system

Hazardous chemicals and radioactive waste management

> **Our college shares a green campus. Keeping it clean has always been a priority. Therefore, we have the facilities for Liquid Waste Management installed within the campus. The main liquid wastes come from the canteen and the toilets respectively. If they are left untreated, they spread diseases and foul smells. Therefore, the liquid management system is a basic requirement. The liquid waste is collected in covered underground pits with a natural wall through a covered pipeline and sewage system. The college in recent future shall also install a solid waste management system within the campus. Mankar College has a Computer Science department. We are also looking forward to installing a proper E-waste Management system on the campus. The process of the above-mentioned project has already begun.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	https://mankarcollege.ac.in/Social-responsibility.aspx
Any other relevant information	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include	

7.1.5.1 - The institutional initiatives for greening the campus are as follows:	**C. Any 2 of the above**
1. **Restricted entry of automobiles**	

2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	[View File](#)

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**C. Any 2 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File](#)
Certification by the auditing agency	[View File](#)
Certificates of the awards received	[View File](#)
Any other relevant information	[View File](#)

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Mankar College is situated in West Bengal which has the majority of Bengalis in ethnic demography. But our college is in the Jungle Mahal of the Radh region, where we have a considerable population who are Santhali speaking people. Mankar College respects the constitutional rights of every Indian citizen and in the spirit of inclusion of people of diverse languages and culture has organised the Santhali Language Victory Day at the College Auditorium on 22/12/2021. The occasion was chaired by Prof. (Dr.) Sukanta Bhattacharyya, Principal, Mankar College and the chief guest was Jagendranath Murmu, HOD, Dept of Santali, The University of Burdwan.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Mankar College has a heritage of giving priority to constitutional obligations. Every year the college arranges a programme or talk on Constitution Day to make the students and the staff aware of the values, rights, duties and responsibilities of citizens. In 2021, on 26th November, which is celebrated as the National Constitution Day we invited Prof.

Jyotirmoy Bhattacharyya, a retired professor, Dept of Political Science, Burdwan Raj College to deliver a talk on values, rights, duties and responsibilities of citizens in a one-day state-level seminar. The title of his lecture was "Bharatiya Yuktarashtriya Kathamo: Bartaman Paristhiti(Indian Federal System: Present Scenario)" . He spoke on the present socio-political scenario and our duty towards the nation. The occasion was chaired by Prof. (Dr.) Sukanta Bhattacharyya, Principal, Mankar College. He happens to be from the discipline of Political Science as well. The celebration began with reading the Preamble of The Indian Constitution and taking the pledge to abide by the Constitution and fulfil one's duties as a citizen. The College authority has taken steps to confirm that a copy of the Preamble of the Constitution is displayed in every department and open arenas accessible to students and staff members, like libraries and corridors.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	D. Any 1 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Mankar College always gives priority to the overall development of the students. Apart from routine wise classes, year-long sports and cultural activities, we also celebrate National and International commemorative days to make them aware of the achievements of the Nation as well as the human race. In the 2021-22 session, we celebrated Independence Day and Republic Day at the campus on and 15th of August 2021 and the 26th of January 2022 respectively and celebrated International Teachers' Day in online mode on the 5th of September, 2022.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Practice 1: Emphasis on Physical Education and Participation in Sports Activities

- **We are organising annual sports on regular basis.**
- **We participate in inter-college, district-level, state level and national sports and athletics events on regular**

basis.

- Dedicated sports instructors are regularly involved in honing the sports and athletic skills of the students.
- Physical Education has been introduced as a subject in college.
- The teachers even train the students outside the college hour if needed.
- The college also tries to look after the other needs of the athletes so that they can concentrate on their activities wholeheartedly.

Practice 2: Celebrating Bhasha Divas (International Mother Language Day) and other important days including Constitution Day for preaching inclusion, tolerance and human rights.

The Practice: Cultural programme is organised on 21st February, International Mother Language Day. This year we felicitated Padmashri Shri Sujit Chattopadhyay on the day. On 22nd December we celebrate the Santali Language victory Divas and the Hindi Pakhwara between 14th and 30th September.

In 2021, on 26th November, National Constitution Day, we invited Prof. Jyotirmoy Bhattacharyya, a retired professor of the Department of Political Science, Burdwan Raj College to deliver a talk on values, rights, duties, and responsibilities of citizens.

File Description	Documents
Best practices in the Institutional web site	[View File]()
Any other relevant information	[View File]()

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

As Mankar College is located adjacent to the Jungle mahal of the former Maharaja of Barddhaman, it caters to the demand of a large number of people belonging to scheduled castes and scheduled tribes. A demographical diversity can be found in the villages around the college. A large number of populations belong to SC, ST and Minority communities and many are financially backward. The college encourages students from these backward areas to enlighten themselves with the blessings of education and shine in

life. There is a facility to study under Netaji Open University on our campus which allows them to continue their education while managing their employment simultaneously. Women's education and employment are often discouraged among these socially and educationally backward families. As a result, the percentage of girl students is considerably high. Participation of girl students in NSS & NCC satisfactory. Throughout the year we try to encourage female students for being employed. Another thing is the hygiene of women during the days of menstruation. Often, they are either unaware of or can't afford hygiene during those days and thus miss classes. We have installed a sanitary napkin-vending machine in the girls' common room to help them with the problem.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- Planned to purchase library books, computers for the departments, computers for the laboratories, instruments for the laboratories utilizing the grant of 50 lakhs already sanctioned by RUSA 2.0.
- Planned to construct 2nd floor of the old academic building and 3rd floor and 4th floor of the Annex building which will provide space for classroom and laboratory.
- Planned to shift the departments of Computer Science, Mathematics, Geography and Physics in the proposed 3rd and 4th floor of Annex building so that more space for laboratory is available to the departments.
- Planned to introduce Economics honours in B.A, Environment Science in B.Sc General, and Computer Science in M.Sc programme in the coming session.
- Planned to renovate the water body in the college campus to make it appropriate for pisciculture on lease.
- Construction of large auditorium and indoor stadium with indoor games facility.
- Construction of permanent badminton and volleyball court to enhance the scope of sports and games.
- To construct an open stage beside playground to arrange regular sports and cultural events like annual cultutral

programme of the students, Lahori.
- Planned to introduce a computer training centre in the 2nd floor of old academic building.
- Initiative to face 3rd cycle of NAAC as soon as possible.
- Planned to install solar panel on the roof top of Annex building .