



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

MANIKCHAK COLLEGE

**COLLEGE ROAD, VILL DHANARAJGRAM, P.O. LALBATHANI
732203**

www.manikchakcollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

January 2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Our College, established in 2014, is presently the youngest member amongst the affiliated colleges of the University of Gour Banga. In order to contribute significantly to the educational map of Malda district, our Institution has developed a number of strategies to ensure that the young generation of Manikchak Block, and significant portions of the English Bazar Block, Ratua Block I and Ratua Block II grow their interest in pursuing higher education. Apart from offering a student-friendly ambience by means of approachable faculty members and other staff, our Institution conducts meet with nearby high schools in order to ensure that the cream layer of pass outs from these schools are encouraged by their teachers to opt Manikchak College as their destination for higher education. After completing five years of journey in 2019 the College is gradually moving towards completion of its first decade and striving continuously towards achieving perfection in all aspects.

Vision

The idea of 'vision,' be it for an individual or for an institution, is certainly an idealistic and often utopian concept. However, in our Institution, we have tried our best to come as close as possible to certain goals. To put it very briefly, our vision, following Maya Angelou's words, is: 'Still We (I) rise'. We have adopted this as our motto taking into account the multiple challenges our rural campus faces and the collaborative workforce that always strives towards perfection, despite the odds being against us.

Mission

The mission of our Institution is shaped in alignment with the words quoted above. To elaborate further, this Institution seeks to create an exemplary instance of optimal utilization of limited resources. The entire group of faculty members and other staff of this Institution work tirelessly for uplifting the Institution to a level where students from rural areas might obtain both theoretical and skill-based learning in order to become significant contributors to their respective socio-cultural setups. In other words, our mission is to realize the mantra of 'education for all', 'empowerment of the marginalized', and 'excellence throughout'.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

The Institution is endowed with a passionate team of teaching faculty with good academic backgrounds, expertise and experience in their respective domain of knowledge, and efficient non-teaching staff who help the institute march forward under the guidance of the competent authority of the College. Collective contribution of the employees have developed the following strengths:

- The College maintains near-perfect academic discipline.
- The College practices transparency in its financial, academic, administrative, and auxiliary functions.
- Admission is an online process which is strictly on the basis of merit in accordance with the government

reservation policies.

- The unit cost of education is considerably low.
- The enrolment percentage of students has stood above 90% on an average over the last five years.
- Nearly 90% of the students have successfully passed their final examination
- The College has been providing adequate opportunity for female education in a rural area in a commendable way.
- The College contains a library, which consists of nearly 6000 books of different departments.
- The library has introduced N-List subscription and installed KOHA. The College library is partially automated.
- Faculty members have been provided with ICT based classrooms teaching and motivated the students to use e-sources for their up gradation of knowledge.
- Exposure to educational world outside the College is enhanced by organizing workshops, seminars, etc by subject experts.
- The College has an active NSS unit as a part of social extension programme.

Institutional Weakness

An outline of the weakness of our College is as follows:

- The College is wrestling with the challenging of effectively facilitating the large academic system (e.g. CBCS system) with its insufficient infrastructure (especially lack of sufficient class rooms, computer labs, etc which are required for smooth functioning of CBCS systems).
- Furthermore, the paucity of teaching and especially non-teaching staff is one of the major weaknesses of the College.
- The College has no approved Librarian, Library Cleark and Library Assistant it has not yet been possible to operate the library beyond normal College hours. Maintenance of library is also difficult due to non approval of any post by the State Government regarding Library.
- Shortage of non-teaching staff creates obstacles and generates burden on the existing faculty due to the additional work load of the newly adopted CBCS.
- Students' enrollment in some Honourse subjects is not up to the mark.
- Research environment is not developed due to lack of financial grant from Govt. and other National agencies.
- As the College is an affiliated college, its contribution in designing and modification of curriculum remains limited.
- Limited availability of funds and financial dependence on Government, are some of the major obstacles restricting the growth schedule of the College.

Institutional Opportunity

Despite the shortcomings mentioned above our College has the following opportunities:

- Room re-distribution of existing College building will prove conducive to run the CBCS system efficiently.

- Commencement of Science stream and extension of other humanities subjects will enhance overall academic profile of the College.
- The College library gives the opportunity to the students and staff of the College to access various text books, reference books, story books and books for preparing for various competitive examinations. The available e-resources have also been useful in this regard.
- Internet facilities of our College will create better connectivity among the stakeholders and will increase the academic output of the College to a great extent.
- Implementation of various health counselling (both physical and mental) will motivate the students to keep healthy.
- Introduction of NCC can utilize the human resource of the College more productively.

Institutional Challenge

Overall, our institution faces the following challenges:

- To enhance the stretch of vacant space and to expand the infrastructural built of the College.
- Shortage of Human resources in Teaching and Support staff.
- To undertake constant urging with higher authorities for induction of need-based & interdisciplinary courses.
- To create more seats for including all upcoming aspirants as students of the College.
- To annihilate social taboo, local backwardness, making students open minded, spirited and forward looking.
- To strengthen College's efforts in terms of Career Counselling & placement of students.
- To promote more on-campus sports and cultural activities for students' conscience building.
- Encouraging students to undertake competitive examinations and pursue higher studies.
- Networking and strengthening relationship with stakeholders.
- To motivate girl students to be career and education oriented.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- Each academic year's progress of Manikchak College is organized by way of preparing academic calendars, general routines, and departmental routines.
- Timely completion of syllabus is prioritized and realized through reviewing of progress on regular intervals.
- Apart from traditional teaching methods, the faculty members have made ample use of educational technology during the previous five years.
- Apart from offering the affiliating University's syllabus as courses, the College has also offered 1 add-on course relevant for studying folk culture of local area.
- Crosscutting issues are given adequate focus in the academic ambience of the College by way of relevant courses of the affiliating university's syllabi.
- The College has an accessible feedback system for students, parents, and other stakeholders.

Teaching-learning and Evaluation

- Student enrolment in the College is increasingly becoming a significant indicator of the institution's strength.
- Significant number of female and reserved category students have been enrolling for this College consistently during the previous five years.
- Faculty members have devised useful ways of executing experiential learning, participative learning and problem solving.
- Faculty members make ample usage of ICT tools in teaching.
- Evaluation process of the College (Internal Assessment) is hassle-free and transparent.
- External Assessment of students is conducted by the affiliating university. Our College duly communicates the affiliating university's notifications in this regard to students.
- Faculty members and students have clear conceptions about the program outcomes and course outcomes.
- The College is adequately prepared for students' satisfaction survey.

Research, Innovations and Extension

- The College has developed a significantly nourishing innovation ecosystem by way of involving students in academic work and discussions beyond conventional examination system.
- Faculty members of the College have published their research work in UGC approved journals.
- Faculty members have contributed to multiple international and national level edited collections and conference proceedings.
- Each department of the College has successfully organized a significant number of workshops and conferences/seminars.
- A significant number of extension activities have been conducted by the College in the previous five years for fostering holistic development of students.
- During the Pandemic, our College has reached out to the local residents by distributing masks and sanitizers.
- Both the students and the Institution have received awards and recognitions from government for performance in extension activities.
- A significant number of extension and outreach programs have been organized by the NSS unit of the College.

Infrastructure and Learning Resources

- The College is offering ICT enabled classrooms, purified drinking water, CCTV system all over the campus for the students.
- Students are offered playgrounds of considerable length for sports.
- Students are provided multiple common rooms.
- Students are provided a seminar hall for organizing cultural program.
- Students are provided a functional smart classroom.
- Students are provided a library with books suitable for the CBCS curriculum, magazines, newspapers, a reading room, and e-resources.
- The College has considerably fast internet connection and wi-fi network despite its rural location.
- IT infrastructure of the College is well-maintained and regularly updated.
- Despite limited availability of funds, the institute has spent a considerable large amount for infrastructure development so far.

Student Support and Progression

- Scholarship section of the College caters to a significantly large number of students with success.
- The College takes regular initiatives for enhancing the skills of students' by organizing various camps and lectures.
- Mechanism of resolving cases of ragging and sexual harassment in the College (if any) is hassle-free and student-friendly.
- Gradually, the students passing out from the College are enrolling in reputed institutions for pursuing higher education.
- A significant number of students have achieved awards by participating in state/national level sports and cultural activities.
- Students of the College regularly participate in sports and cultural activities organized by the College and other institutions.
- The College has managed to establish an Alumni Association.

Governance, Leadership and Management

- The overall functioning of the College is decentralized and democratic.
- Decentralization has been achieved through developing numerous sub-committees.
- E-governance has been implemented in multiple areas of operation.
- The College ensures the welfare of its employees by providing various financial and career-progress related facilities.
- The College regularly monitors performances of its employees and provides constructive feedback.
- Faculty members of the College regularly participate in various training and development programs.
- The College takes adequate measures for achieving optimal utilization of available resources and the mobilization of available resources.
- IQAC of the College regularly conducts meetings for enhancing the overall output of the College.

Institutional Values and Best Practices

- Institution has adopted measures for maintaining gender equality.
- Commemorative days, relevant occasions, and international observation days are a part of the College's extra-curricular activities.
- The Institution has been actively pursuing alternative energy usage, maintaining a green campus, a disabled friendly environment, and water conservation.
- Green audit and energy audit are conducted by the College.
- NSS unit nourishes harmony and tolerance in students of our College.
- Our College observes National Constitution Day for creating awareness about duties and responsibilities amongst students.
- NSS unit's activities and adoption of blended mode education are the two best practices of our College.
- Optimal utilization of available resources is the distinguishing feature of our College.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	MANIKCHAK COLLEGE
Address	College Road, Vill Dhanarajgram, P.O. Lalbathani
City	Mathurapur
State	West Bengal
Pin	732203
Website	www.manikchakcollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Aniruddha Chakraborty	03513-283048	7585041526	-	manikchakcollege@gmail.com
IQAC / CIQA coordinator	Md. Masud Ali	03513-	9126869412	-	masud.mld@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document
West Bengal	Gaur Banga University	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	29-08-2019	View Document
12B of UGC	01-09-2020	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	College Road, Vill Dhanarajgram, P.O. Lalbathani	Rural	5.02	0.25

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No. of Students Admitted
UG	BA,Bengali	36	H.S. OR EQUIVALENT	Bengali	75	55
UG	BA,English	36	H.S. OR EQUIVALENT	English	30	30
UG	BA,Sanskrit	36	H.S. OR EQUIVALENT	Bengali	25	18
UG	BA,Political Science	36	H.S. OR EQUIVALENT	Bengali	25	19
UG	BA,History	36	H.S. OR EQUIVALENT	Bengali	40	28
UG	BA,Education	36	H.S. OR EQUIVALENT	Bengali	25	19
UG	BA,General	36	H.S. OR EQUIVALENT	Bengali	2500	2357

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				10			
Recruited	0	0	0	0	0	0	0	0	8	0	0	8
Yet to Recruit	0				0				2			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				8			
Recruited	0	0	0	0	0	0	0	0	5	3	0	8
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				5
Recruited	4	1	0	5
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				10
Recruited	9	1	0	10
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	3	0	0	3
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	9	3	0	12
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	58		7		65

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1421	0	0	0	1421
	Female	1105	0	0	0	1105
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	344	329	330	331
	Female	257	272	271	319
	Others	0	0	0	0
ST	Male	12	6	1	2
	Female	2	1	7	4
	Others	0	0	0	0
OBC	Male	193	197	221	194
	Female	160	165	193	189
	Others	0	0	0	0
General	Male	810	934	878	889
	Female	633	704	676	855
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		2411	2608	2577	2783

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	In order to familiarize students to the basics of multidisciplinary approach to education, various departments conduct poster-presentations inviting students and faculty members from other departments, inviting feedback and academic queries from them. Additionally, a number of departments invite faculty members from other departments to deliver lectures on their areas of specialization.
2. Academic bank of credits (ABC):	Presently our College is awaiting guidelines from the State Government's Education Department regarding implementation of National Education Policy 2020 in West Bengal. As a result it is not practically feasible for our College to introduce Academic Bank of

	Credits, Outcome based education, and Vocational courses. However, keeping in mind the need to upgrade the College's academic output to the standard deemed fit by National Education Policy 2020, the College has taken a number of initiatives to ensure that the groundwork for upgrading the institution is realized.
3. Skill development:	Making an attempt to nourish skill-based learning, the College has initiated establishing a computer lab with the intent to conduct hands-on training for interested students, familiarizing them with basics of computer operating with the aim of preparing the students for digital learning, use of ICT, etc. Additionally, students are encouraged by faculty members to use ICT tools, web-content during the preparatory stage of their dissertations and presentations.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Department of Sanskrit has been encouraging students to develop communication skills in Sanskrit in order to foster awareness of Indian classical language and culture amongst learners. Department of Bengali has conducted workshop on traditional folk forms (especially of Malda district) in order to encourage students in actively participating in the preservation of cultural heritage of the local surroundings.
5. Focus on Outcome based education (OBE):	Our College is presently following the CBCS curricula of the University of Gour Banga. As per the curricula, each course (both Honours and General) has components of Skill Enhancement Courses (abbreviated as SEC). Each department of our college is conducting classes and practical (in case of courses with scope for conducting practical sessions) for these components with the aim of generating practical skills in the learners.
6. Distance education/online education:	Although the College is yet to initiate online courses, the departments are organizing blended-mode and online lectures for students in order to familiarize the learners with various aspects of online learning.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been	NO
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set up in the College?	
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	NOT APPLICABLE
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	NOT APPLICABLE
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	Faculty members of the Political Science department discuss various aspects of the electoral process with their respective students during the course of their C.B.C.S. syllabus, which includes significant sections on the electoral process of our country. A faculty member of the department has also published his research on the impact of Covid-19 on the electoral process of our country.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	A general awareness program was conducted by our College to encourage students for enrolling as voters, following the instructions of the Government of West Bengal.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
7968	7596	6912	5343	3463
File Description		Document		
Institutional data in the prescribed format		View Document		

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 20

File Description	Document
Institutional data in the prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
16	16	9	6	9

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
39.26	9.85	19.70	39.97	17.79

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

Manikchak College is affiliated to the University of Gour Banga, Malda. The annual system was replaced by (CBCS) Semester system by the University from the academic session 2019-2020. In order to ensure the effective implementation and timely delivery of the curriculum as prescribed by the University, the institution has carried out the following measures in a planned manner.

- Through the meeting of the Staff Council and Teachers' Council of the College various issues regarding the running of each academic session are discussed towards the beginning of each session.
- At the beginning of each academic year, the Academic Calendar is prepared at the College level incorporating Curricular, Co-Curricular, and extra Curricular events in accordance with the University's relevant guidelines.
- Courses are allocated to the faculty members based on their expertise and subject preferences by the Head of the Department (HOD) and approved by the Principal.
- Every Semester, the Time-table Committee of the College devises department-wise master time-tables, according to the workload specified in the UGC Regulations 2018, which are sent to each Department with guidelines regarding the allotment of classes. Individual faculties' time-tables are prepared reflecting his/her complete workload.
- Each Department distributes the classes to the teachers, keeping in mind specializations and expertise. Then time-tables are sent back to the Time-table Committee for approval and finalization. The Committee then officially notifies the final and approved timetable to each teacher and formally displays it on the College Website.
- Subsequently, departments conduct Departmental Committee (DC) meetings for reviewing departmental progress regarding the timely completion of syllabus and formulate policies accordingly.
- For the past year, all classes are held in online mode via Google Meet platform. Keeping in view the convenience of the students during the pandemic lockdown, various technological tools have been used by the faculties like Google Classroom, recorded video lectures, e-materials, YouTube channel, etc. Using these, the faculty members have attempted to encourage group collaboration among students as well as flourish the institutional efforts towards blended learning.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years

Response: 1

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years

Response: 0.9

1.2.2.1 Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
280	0	0	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

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

Response:

In order to integrate and promote the cross-cutting issues relevant to gender, environment and sustainability, human values, and professional ethics, the institution offers different types of courses included in the CBCS curriculum of the University of Gour Banga. Details of these courses are as follows:

- A specific course of History entitled: 'Gender and Education' is focused on women's empowerment in Colonial and post-colonial India. It also emphasises their rights in laws, health awareness, and issues of labour in Indian society.
- In Political Science a specific course is offered for the students, entitled 'Women, Power, and Politics'. The course is mainly focused on gender issues. In this course, the main objective is to give introductory ideas about women's empowerment and discrimination against women in India.
- In Education, Core course DC-7 entitled: 'Contemporary Issues In India Education' is offered. This paper features a component entitled; 'Peace and Value Education'. The component aims at offering basic awareness about peace and value system relevant to Indian society. Additionally, this paper includes a component on 'Environmental Education'. It aims at generating awareness regarding environmental pollution and measures for controlling them.
- In Sociology General course, a paper entitled: 'Gender and Sexuality' is offered. The main objective of the paper is to discuss what is gender, gender equality, reasons for gender discrimination, and the social rights of women.
- In English Honours a Core course entitled 'Women's Writing' is offered. This Core course is a compulsory one for all students of English Honours. It aims at offering an introductory idea about the distinctive nature of women's writing about the reflection of gender issues therein. For students of English General, a course entitled: 'Contemporary India: Women and Empowerment' is offered. The aim of the course is designed to familiarize students with the rubrics of gender issues and women empowerment in India.
- In order to sensitize students about the environmental and sustainability issues, a number of activities there is a compulsory subject entitled: 'Environment Studies' for all the students of semester-I. It aims at offering an introductory idea about the knowledge of environmental pollution and developing measures to resist them.
- In order to sensitize students about environmental and sustainability issues, a number of activities such as seminars, workshops, special lectures, observation of Environment Day, Health awareness Camp, tree plantation program, observation of Swatch Bharat Day, etc. are organized every year by the institution where students actively participate.
- In order to nurture basic human values the institution organizes 'Blood Donation Camps' and 'Safe Drive Save Life' campaigns where significant number of students participate every year.

File Description	Document
Upload Additional information	View Document

1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 11.32

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 902

File Description	Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)

Response: Yes

File Description	Document
Upload supporting document	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 89.25

2.1.1.1 Number of students admitted year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2783	2577	2608	2411	1893

2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2920	2720	2720	2720	2670

File Description

Document

Institutional data in the prescribed format

[View Document](#)

2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)

Response: 77.23

2.1.2.1 Number of actual students admitted from the reserved categories year - wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1039	1023	970	968	803

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1321	1231	1231	1231	1205

File Description	Document
Institutional data in the prescribed format	View Document

2.2 Student Teacher Ratio

2.2.1 Student – Full time Teacher Ratio (Data for the latest completed academic year)

Response: 498

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 using ICT tools

Response:

Our College ensures that student-centric methods are effectively used in regular academic practice as it makes students more self-reliant, and self-motivated, and makes learning interesting as well as effective. Instead of teacher-centric conventional teaching methods, our institute firmly believes that student-centric learning methods enhance students' lifelong learning skills. During course plan development, faculty members plan appropriate student-centric learning approaches to enhance students' learning experiences. This has a direct impact on improving comprehension levels, communication skills, problem-solving skills, listening skills, etc.

- Our faculty members ensure that students get the benefits of experiential learning by encouraging them to go on field trips, do dissertations, present their dissertations, and participate in various activities that nourish cultural awareness.
- Our faculty members ensure that students get the benefits of participatory learning by encouraging them to regularly have group discussions on relevant issues from and outside their syllabi. Additionally, the students are encouraged to release wall magazines for each department on an annual basis.
- Our faculty members ensure that students get the benefits of problem-solving method by encouraging them to regularly participate in quiz competitions, departmental seminars on syllabi, group discussions on syllabi, and topics outside syllabi.
- The use of ICT tools in teaching has made the teaching-learning process vibrant, natural, and lively. Moreover, the use of ICT tools in teaching-learning also has a very positive effect on the learning ability of the students. Students taught through the usage of ICT tools develop a better understanding of subjects, grow interest in pursuing the topics further, and are gradually encouraged to start using ICT tools themselves by the faculty members of our college. The lecture delivery method in the Institution is mixed. Both the traditional chalk-talk method and power-point presentations are used by the faculty members on regular basis. Power-point slides are used to deliver lectures through LCD projectors.

•During the Pandemic, faculty members utilized Google Classroom and Whatsapp groups for sharing study materials.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 84.85

2.4.1.1 Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:

2021-22	2020-21	2019-20	2018-19	2017-18
18	18	10	10	10

File Description	Document
Upload supporting document	View Document

2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 83.93

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
12	11	09	06	09

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

Our College has a notably transparent mechanism for conducting internal assessments of students. As per the marks distribution determined by the University of Gour Banga, the College evaluates more than 30 percent of the marks allotted for students' evaluation and these marks are directly reflected in the students' final mark sheet as marks for 'Internal' and 'Tutorial' component, in regular intervals.

- In most of the courses, the Internal component, Tutorial, and Theory components comprise 10,8, and 32 marks, respectively.
- Each department organizes Internal examinations by means of written tests, viva-voce, etc well in advance so that students get adequate time for preparation for their final examinations. Afterwards, the students are assessed for the Tutorial component by each department, and marks for both Internal and Tutorial assessment is uploaded to the dedicated portal of the University of Gour Banga for ensuring proper entry of marks in the final mark sheet.
- During the Pandemic period the Internal assessment became a matter of utmost importance as per the guidelines of UGC and the University of Gour Banga. The college conducted internal examinations and combining marks from internal examinations and the marks of previous semesters, students of the intermediate semesters were promoted to the next semester during the 2021-22 academic year in this way.
- Our College has a clearly defined mechanism for dealing with all grievances related to internal and external examinations.
- Each department intimates the results of the 'Internal' and 'Tutorial' components to students immediately following their evaluation.
- Results of this evaluation are thereafter published and grievance-related queries are sought from students in a time-bound manner.
- In case of a student has any grievance the student informs the Grievance Cell regarding the matter, within a stipulated period of time.
- Grievance Cell immediately informs respective departmental Head(s) about grievances received from students.
- The Head(s) take up the matter to departmental meetings on an urgent basis and arrive at a proper

resolution in order to resolve the grievance.

- Outcome of the meeting is duly forwarded to the Grievance Cell.
- Grievance Cell provides the outcome as ‘feedback’ to the respective student(s).
- In case of examinations conducted by the University of Gour Banga, the students are informed about the opportunity to apply for re-assessment through proper channel immediately following University’s notification regarding the matter.
- In case of a student willing to apply for re-assessment, the College provides logistical support to such students immediately.
- There is a separate website for examinations for the students of our College. Link: <https://mcexam.net/>

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated

Response:

Each department’s learning outcomes are developed with the aim of encouraging students for higher studies and/or shaping their career oriented mindsets.

- Objectives of the Institution’s learning procedure are presented to students as well as guardians during various occasions, namely Principal’s address to students and parents during Orientation and Parents’ Meet, and Alumni meet.
- In order to attain wider circulation of these objectives, the College also utilizes the College Magazine and the “Vision” and “Mission” sections of the college website.
- Faculty members are encouraged to participate in relevant workshops, refresher courses, faculty development programs, etc. in order to remain updated about the latest developments in their respective study areas and incorporating latest information in their teaching.
- The institution regularly evaluates the students’ performance through various evaluation methods to measure the attainment of each program outcome and course outcome.
- The program outcomes of the BA General & BA Honours are attained with the help of course outcomes

of the specific programme through the direct evaluation process prescribed by the University of Gour Banga.

- The Institution has organized terminal examinations, internal examinations, tutorial examinations, home assignments, unit tests, surprise tests, and open book examination during the Pandemic situation. Also, student seminars have been organized for evaluating familiarity with the course and programme outcomes of each student.

- The affiliating University conducts examination as per semester and annual pattern through which measures attainment level of students are measured by way of an examination system, centrally conducted by the University of Gourbang. It is a direct evaluation process.

- Students are encouraged to take up project work, fieldwork etc. These help them to obtain the necessary skill and practical experience.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.2 Pass percentage of Students during last five years

Response: 90.29

2.6.2.1 Number of final year students who passed the university examination year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1423	1067	828	425	357

2.6.2.2 Number of final year students who appeared for the university examination year-wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1459	1068	861	622	531

File Description	Document
Institutional data in the prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process	
Response: 3.29	
File Description	Document
Upload database of all students on roll	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description

Document

Institutional data in the prescribed format

[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

Our College encourages students to move beyond the state of being passive recipients of knowledge offered by their respective syllabi by encouraging them to be innovative. Faculty members of our College teach with the aim of generating original ideas in the students. Overall the steps taken towards creating a nourishing ecosystem for innovations in our Institution are as follows:

- Each department regularly organizes students' seminars where respective students present their own ideas and receive feedback from faculty members.
- Each department encourages students to participate in poster presentations where students present their innovative thinking through posters.
- Students of the department of English develop their own 'dissertations' in the final semester by taking guidance from the department's faculty.
- A National Seminar on 'Intellectual Property Rights Awareness' has been conducted by the Internal Quality Assurance Cell, in order to develop awareness about the difference between repetitive ideas and innovative thinking as well as necessary measures for preserving Intellectual Property.

File Description	Document
Upload Additional information	View Document

3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 0

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.55

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	3	3	2	3

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 2.05

3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
20	9	5	5	2

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

Our College has organized a number of extension activities with the aim of achieving a sensitization of various social situations and issues relevant to the students' surroundings. During the last five years, the NSS unit of the College, the Cultural sub-committee, and the faculty members, in general, have guided the students in a number of extension activities in a well-organized manner. The list of these activities is as follows:

- Blood donation camps in collaboration with Red Cross, Malda, and local block hospital.
- Swachh Bharat organized by the NSS unit.
- Distribution of masks and sanitizer amongst local people organized by the NSS unit.
- “Safe Drive, Save Life” campaign in the locality organized by the NSS unit.
- Tree plantation in collaboration with local N.G.O. "MAGIC".
- Participation in various extension activities organized by government-organized bodies like Youth Parliament Competition, Student-Youth Science Fair, etc.
- Celebration of various occasions of National importance, namely Republic day, Independence Day, etc.
- Celebration of International occasions like International Mother Language Day on February 21.
- Celebration of special occasions like the Bicentenary of Ishwar Chandra Vidyasagar on 26.09.2019.

- Our College hosted the Youth Parliament Competition for all colleges of Malda district in 2019.
- Observation of the dates of birth of renowned persons like Rabindranath Tagore, Ishwar Chandra Vidyasagar, William Shakespeare, etc.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

In order to nourish our students' overall skills in matters other than academic activities the Institution regularly encourages the students to participate in activities mentioned in 3.4.1. As a result, the students and the various teams of our College have received a number of awards during the last five years and a list of these awards is as follows:

- Award of 'Kanyashree Puraskar' by the State Government of West Bengal.
- Award for the participating team in the mock-parliament competition in Youth Parliament 2019.
- Award for Quiz team in Youth Parliament 2019.
- Individual award in extempore in Youth Parliament 2019.
- Award for participating team in West Bengal State Student-Youth Science Fair at the district level in 2019.

File Description	Document
Upload Additional information	View Document

3.4.3 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 organised in collaboration with industry, community and NGOs) during the last five years

Response: 10

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

2021-22	2020-21	2019-20	2018-19	2017-18
02	01	03	02	2

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.5 Collaboration

3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 0

File Description	Document
Institutional data in the prescribed format	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

Response:

Our College has constantly endeavored to provide quality education and ensure the all-round development of the students in order to nourish the holistic growth of the learners of the Institution. We have a well-maintained, user-friendly, and resilient infrastructure conducive to teaching and learning. An outline of the available infrastructure and physical facilities is as follows:

- The teaching section of our College has well-appointed and spacious classrooms and tutorial rooms.
- The whole campus (including the classrooms) is under CCTV surveillance.
- The College library has a considerably large collection of books, and magazines (in both Bengali and English), and a reading room with a seating capacity of fifty (50) users.
- The administrative section of the College consists of the Principal's Chamber, an accounts office and a general office with an air conditioner.
- The College has a well-furnished meeting room with a seating capacity of twenty (20) participants.
- The College has two students' common rooms, one each for male and female students, with a capacity of fifty (50) users.
- The College has two attached hostels run by the Minority Department, Govt. of West of Bengal.
- The College has a separate Guard Room for Guards in front of the main gate of the College.
- The College has a smart classroom on the ground floor with a seating capacity of hundred (100) users.
- The College has two halls of which one has facilities for organizing seminars and cultural activities.
- Each department of the College has been provided with projectors in their respective rooms.
- Taking into account the unavailability of drinking water in the local area, the College has installed multiple water dispensing and filtering machines.
- The College has two ramps and stair indicator in Braille for differently abled people.
- The College has multiple toilets for both male and female students.
- The College has a playground for various athletic events and football.

- The College has a Kho-Kho court for girls.
- The College has a volleyball court.
- The College has a Kabaddi court.
- For indoor games, the students have been provided with a carrom board and chess set.

File Description	Document
Upload Additional information	View Document

4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

Response: 48.18

4.1.2.1 Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
24.2	3.52	3.02	24.15	6.09

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library

Response:

Our College Library is still at its nascent stage due to a number of setbacks, particularly a ransacking of the College Library prior to the Library's shifting to the College's own building. Eventually, the College purchased books, magazines, and daily newspapers on regular basis. Due to the absence of permanent library staff and the pandemic, the implementation of an automated mechanism was stalled during 2020 and 2021. Despite these impediments, the college library currently has a total of 2545 titles and 5085 copies. At present, the library is automated through Koha and has subscriptions to the e-resources from N-List. A brief outline of the library usage is as follows:

- The Library Committee monitors the entire management of the library for better functioning. A considerable number of students regularly attend library sessions under the supervision of their respective teachers. The teachers encourage the students to visit the College library and develop the experience of doing library work during these sessions. Additionally, the teachers also use library resources for their knowledge enhancement and lesson preparation.

- Two rooms are used for the library. One of them is used as a reading room. The reading rooms are furnished with wooden chairs and tables. Another is used for book storage.

- Our student and faculty members are provided access to National Library and Information Services Infrastructure for Scholarly Content (N-LIST). This facility enables users to access more than 5000 e-resources.

- Each Honours department conducts library sessions for their respective students. These sessions are aimed at encouraging library works for learning, under the guidance of the departmental faculty members. These sessions have been included in the timetable since the commencement of the academic session 2022-23.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Response:

Due to the recentness of the Institution, our College is yet to develop its IT facilities to an ideal level of perfection. However, the available facilities are utilized with the target of achieving optimal utilization. Details of the college's IT facilities are as follows;

- Institute has 7 Desktops and 3 Laptops with internet facilities available for the employees and faculty members.

- In addition there are 4 HP Laserjet printers and 1 scanner in the administrative section and 1 HP Laserjet Printer in the IQAC room.

- The College has employed a need-based IT consultant for maintenance and support of the ICT infrastructure.

- The Institution has 9 projectors for smart classrooms and a seminar hall.

- The College has two high-configuration servers to allow fast transmission of data to the various computers.
- The desktops are running on Windows 7, Windows 10, and Windows 10 Pro operating systems.
- Most of the desktops have office 2007 installed and a few are running on office 2013. Laptops are functioning with similar versions of MS Office.
- Office automation packages like Open Office, MS Office, and Antivirus are purchased by the College and updated regularly.
- The College provided Koha Software for Library management and recorded the library books.
- A backup is taken for all the systems every three months, and windows and anti-virus are updated regularly. LAN and Network connections are also monitored by the IT consultant.
- All the computers are supported by a 100mpbs LAN and a 50-user capacity Wi-fi system.
- Institution has a subscription to online G-suite platform for conducting online classes, Webinars, and Meeting with the faculties.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3.2 Student – Computer ratio (Data for the latest completed academic year)

Response: 7968

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 1

4.4 Maintenance of Campus Infrastructure

4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)

Response: 32.99

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

2021-22	2020-21	2019-20	2018-19	2017-18
12.24	5.15	5.69	10.83	7.84

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

Response: 48.04

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
4451	4065	2945	2255	1313

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.2 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: C. 2 of the above

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 0

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

- 1. Implementation of guidelines of statutory/regulatory bodies**
- 2. Organisation wide awareness and undertakings on policies with zero tolerance**
- 3. Mechanisms for submission of online/offline students' grievances**
- 4. Timely redressal of the grievances through appropriate committees**

Response: B. Any 3 of the above

File Description	Document
Upload supporting document	View Document

5.2 Student Progression

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 2.56

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
28	38	23	12	4

5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1423	1067	828	425	357

File Description	Document
Institutional data in the prescribed format	View Document

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

5.2.2.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

5.2.2.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

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 last five years

Response: 12

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	05	03	04

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 4.8

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
10	2	5	4	3

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

Response:

Though our College has been very keen to develop a network of alumni since 2018, due to the College being at its nascent stage of functioning an adequate number of interested alumni was not available. In 2017-18 the pass-out batch of the College consisted of only one batch of Honours students. Additionally, the Pandemic situation postponed the formation of an official body for the alumni. Subsequently an Alumni association with no less than a hundred members has been formed. The first meeting of the Alumni association has already taken place and the registration procedure for the association is in progress.

File Description	Document
Upload Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance

Response:

In order to attune our College's governance and leadership with the Vision and Mission of our institution, the administration and employees have collectively developed a number of strategies. The strategies are as follows:

- In order to facilitate the various activities of our College utilizing the available human resources, the College has decentralized its entire running system into various sub-committees where the teaching faculty and non-teaching staff collaboratively arrive at various decisions, which are forwarded to the administration for further decisions and final approval. This procedure enables our employees to contribute significantly toward the policymaking of our College.
- Though the various practices and policies of our institution are given the final shape by the two decisive authorities of the Institution, namely the Administrator and the Principal, the overall functioning of the institution is marked by a decentralized, participative, and collaborative work system.
- Due to the absence of the Governing Body since the very inception of our College, the Administrator, appointed by the state government functions as an equivalent to the President of the Governing Body.
- In case of taking any major decision likely to influence the staff of the Institution in general, the Principal arranges a general/emergent meeting involving the members of the Staff council, which includes all faculty members and non-teaching staff.
- After discussion, interaction, and note-taking, the resolution(s) of such meetings are forwarded duly to the Administrative body for further consideration, suggestions, and final approval, taking into account the opinion of the majority regarding the matter.
- In case of taking decisions regarding matters of a specific academic nature, the Principal arranges meetings involving members of the Teachers' Council and IQAC.
- Once the Administrator and Principal arrive at the final decision regarding any relevant matter in the above-mentioned manner, they assign specific duties to one or more relevant sub-committees for the realization of the matter decided about.
- The College has 5 (five) major types of sub-committees that carry out the taken decisions in practical terms.
- Each of the sub-committees includes both the faculty members and non-teaching staff, who organize meetings at regular intervals.

•In case of matters involving the direct participation of students, namely Sports, Cultural activities, etc., the relevant committee arranges discussion sessions with students in order to take their suggestions and also formulates working committees featuring student representatives in order to ensure the incorporation of students' suggestions.

•In order to ensure that the young generation of Mathurapur in general and Dhanrajgram Village, in particular, grow their interest in pursuing higher education, the employees collectively maintain a student-friendly ambience which helps the students overcome the various obstacles due to their rural background in a significant manner.

•Faculty members of our institution led by the Principal, conduct meets with nearby high schools in order to ensure that the cream layer of pass outs from these schools are encouraged by their teachers to opt for Manikchak College as their destination for higher education.

File Description	Document
Upload Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

Response:

An outline of the effective and efficient nature of the functioning of the institutional bodies of our College is given below:

•The administrative units, namely the Administrator and the Principal ensure a democratic and collaborative setup by way of conducting meetings including all staff in regular intervals. Suggestions from various sub-committees towards the Administrator and Principal are also given equal importance in the framing of policies and course of action.

•The College Office, helmed by the Principal, and the Coordinator of IQAC takes necessary action for ensuring the promotion and academic uplifting of the faculty members.

•The Examination Committee maintains a streamlined timetable in consultation with the Teachers' Council for ensuring the timely completion of Internal assessments.

•Procedure of recruiting new Assistant Professors is helmed by the College Service Commission of West Bengal.

•The College Office, under the guidance of the Principal and the Administrator takes up vacant positions

(created through transfer or creation of new posts) immediately to the West Bengal College Service Commission and Higher Education Department of the state for fast-filling of vacant positions.

- Employees are encouraged to participate in conferences, research work, and publications by the institution.

- Employees are guided by WB College Service Teachers' Security act and the relevant government rules by the Principal and the Administrator.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2.2 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: B. Any 3 of the above

File Description	Document
Upload supporting document	View Document

6.3 Faculty Empowerment Strategies

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

Response:

For the teaching and non-teaching staff, our College has taken all possible measures for providing them with the best possible working conditions. Until the commencement of monthly salary from the Higher education Department of the state, through government aid, the College provides advance allowances for ensuring that no staff of the College faces financial stress. The following financial assistance is provided to the staff of the College with the aforementioned aim:

- Advance salary to the staff, until the commencement of salary from the government.
- Festival advance to the non-teaching staff.
- Providing financial loans to the staff as per requirement and situation.

- A College provident fund is operated under the GPF scheme following relevant govt. Guidelines.
- Apart from financial assistance the College also provides paid leave to the staff as per requirement and situation,, following relevant government guidelines.
- The College, from time to time has also attempted to ensure health services to the staff. To this effect, our College offers the employees subscription to West Bengal Health Scheme, as per govt. Guidelines. Additionally, our College organizes Health Check-up Camp in collaboration with district/block administration
- Keeping in mind the need to boost the faculty members' innovative skills as an educator and career advancement the College encourages faculty members for attending various programs for the growth of faculty members. Our College encourages teachers to participate in Faculty Development Programs/ Orientation Programs, Refresher Courses, Short-Term Courses, seminars, conferences, and symposia at regular intervals.
- Employees of the College have access to Wi-Fi and faculty members are provided with LCD projectors in their respective classrooms in adequate numbers.
- Our College has an effective Performance Appraisal system for its employees. Both teaching and non-teaching staff submit their respective appraisal forms on regular basis.
- For the teachers, the College provides a format for submitting self-appraisal on an annual basis.
- Performance appraisals of teachers also play a crucial role in their promotion through CAS.
- Non-teaching employees are provided a format for self-appraisal.
- Students are also given the opportunity to share feedback regarding the faculty members. Students' responses are analyzed by the Authority and communicated to concerned faculty members accordingly.

File Description	Document
Upload Additional information	View Document

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

Response: 6.03

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
4	3	0	0	0

6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
12	12	12	12	12

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

For mobilization of available College funds, the Institution always ensures that all funds received from the government are being applied for the relevant cause in due course of time. Mobilization is done in the following ways:

- Regular and complete disbursement of salary funds from the government for pay and allowances of teaching and non-teaching staff.
- Complete use of development grants for the purchase of various assets for the College like generator, Xerox machine, etc.
- Complete use of funds for Smart Class Room.

Apart from funds the College has a number of additional resources and a note on its utilization is as follows:

- The playground of the College is used by local people (especially the young age group) regularly for games and sports. Some of the local schools also use the playground for a similar purpose by making verbal requests. However, keeping the backward status and rural nature of the locality the College abstains from collecting charges for such usage.
- The College also has a hall with an in-built sound system but due to the availability of a local community hall operated by the Block Development Office, the local people do not prefer approaching the College for using the hall.
- Our College conducts internal and external financial audits at regular intervals. In the case of the internal audit, the College office, specifically the staff in charge of accounts, provides relevant information to a local auditor of the district. Subsequently, the local auditor conducts the audit maintaining formalities. The College has conducted an internal audit from its inception in 2014 up to the year 2020-21, with the exception of 2019-20, due to the Pandemic situation.
- As for the external audit, the College is assigned an auditor by the Higher education department of the state government from its list of approved auditors. The assigned auditor visits the College and conducts audits as per relevant guidelines.

File Description	Document
Upload Additional information	View Document

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

Our College has recently formed its IQAC and it is devoted to the improvement of the quality of its academic and administrative activities. The cell is committed to the task of planning and implementing the well-planned resolutions for the betterment of the teaching and research environment of the college in the

following manner:

- IQAC has promoted the use of ICT in the classroom for a better teaching and learning environment.
- IQAC has ensured that the internet connection is properly functioning in the college premises including the offices and other important places.
- IQAC has recommended organising seminars by different academic departments. The Department of English has already organised a seminar in collaboration with IQAC.
- IQAC has organised orientation workshops for the faculty and the non-teaching staff on using ICT in the classrooms and the offices.
- IQAC has organised a lecture for the employees encouraging communication in English.
- IQAC has organised a seminar on 'Intellectual Property Rights'.
- IQAC has ensured that each and every department organises students' seminars and poster presentations for the enrichment of the research mindset in the students.
- IQAC has taken initiatives to install posters and flexes throughout the campus for sensitizing the students regarding the maintenance of campus cleanliness and proper behaviour on the campus.
- IQAC conducts Academic and Administrative Audits annually (through AAA format) wherein departments are made to do a SWOC Analysis of their performance based on results, research projects, effective curriculum implementation, and use of ICT-related pedagogical methodologies. Based on the audit, the IQAC gives constructive feedback to the Departments suggesting measures for internal quality enhancement. It makes recommendations for the Departments to do self-evaluation and to set higher goals to meet new challenges.
- IQAC collects feedback from stakeholders like students, parents, staff and alumni to facilitate teaching-learning reforms. This helps in obtaining an unbiased and honest opinion about institutional performance, especially in academics.
- IQAC regularly encourages adopting innovative pedagogical methodologies like PowerPoint Presentations, Projects, Field Trips, Role Plays, Workshops, videos, etc. in addition to the completion of the curriculum through Assignments, Class Tests, Tutorials, etc.
- IQAC promotes the culture of research amongst students by organizing Research Workshops for students. Departments are encouraged to organize Conferences and Seminars on themes relevant to the educational needs and futuristic growth of the students.
- IQAC has ensured that a better waste management system is constructed and practiced in the College. It has made recommendations regarding the use of separate dust bins for different types of waste produced in the College including e-waste.

File Description	Document
Upload Additional information	View Document

6.5.2 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)/ membership of international networks**
- 3.Participation in NIRF**
- 4.any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc**

Response: D. Any 1 of the above

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 7 - 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 and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

Response:

Maintaining gender equality is still a challenge in many rural areas of our country. Taking into account the rural location of our College, the employees and the administration have adopted a number of initiatives to promote gender equality in students. The initiatives are as follows:

- Our employees always deal with student affairs without any gender discrimination. The attitude of every staff towards the students is unbiased and free of any gender prejudices and stereotypes.
- Our faculty members always motivate female students to take part in various students' activities, thereby ensuring equal representation of genders in academic, sports, cultural, and NSS activities.
- The authority and policymakers of Manikchak College strongly believe that safety is paramount for the students, especially the girl students. Our College Building is completely under CCTV surveillance to provide safety for both the students and the staff. All the classrooms, pathways, libraries, offices, and other important places are under CCTV surveillance and are regularly monitored.
- In order to provide a safe and free atmosphere for the female students the administration has instructed its relevant sub-committees like the Women's Cell, Internal Complaints' Cell, Anti-Ragging Committee, and Discipline Committee to monitor the overall ambience of the campus and address complaints raised by students regarding gender discrimination with urgency and care.
- Newly admitted students are made aware of gender discrimination and the importance of gender equality during the general Orientation Program.
- A Women's Health Awareness program was organized in the College to sensitize the girl students about their mental and physical health.
- A separate girls' common room is provided for the female students, adjacent to the Principal's room.
- Our College ensures that eligible students get the benefits of the 'Kanyashree scheme' of the West Bengal Government.
- Each year a significantly large number of girl students are admitted to the College. As a result, the College has always had a parity of female and male students. This parity attests to how the College's policies regarding gender equality have encouraged female students to seek admission to our College.

Apart from the above-mentioned initiatives, our College gives equal importance to taking initiatives regarding the celebration of significant commemorative days and events. An outline of these institutional initiatives is as follows:

- Independence Day and Republic Day are celebrated in the College by lifting the National Flag and singing the National Anthem on the College campus. Additionally, students also participate in the cultural program on these occasions.
- Birthdays of eminent persons like Netaji, Rabindranath Tagore, Ishwar Chandra Vidyasagar, and William Shakespeare are observed in our College by organizing lectures, cultural events, etc.
- Globally observed occasions like International Mother Language Day, and World Environment Day, are observed in our College by organizing relevant activities.
- The College has organized tree plantation and blood donation camps on multiple occasions in connection with World Environment Day, Blood Donor Day, etc.
- Students of the College celebrate Teachers' Day every year.

File Description	Document
Upload Additional information	View Document

7.1.2 The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Response: B. 3 of the above

File Description	Document
Upload supporting document	View Document

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. Green audit / Environment audit
2. Energy audit
3. Clean and green campus initiatives
4. Beyond the campus environmental promotion activities

Response: C. Any 2 of the above

File Description	Document
Upload supporting document	View Document

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

Our College is working to promote cultural, regional, linguistic, communal, and socioeconomic harmony that promotes an inclusive environment in the institution. An outline of these initiatives is given below:

- The NSS unit of our College provides equal opportunity for all the students to participate in social activities. The NSS unit of our College encourages all the students to participate in activities like Blood Donation Camp, Safe Drive Save Live, and Swachch Bharat, without any kind of social, cultural, regional, communal, racial, or socioeconomic discrimination.
- The faculty members welcome all the questions from the class without any kind of discriminatory attitude. The office staff is also very much aware of this inclusiveness.
- Additionally our College sensitizes students and employees to the constitutional obligations and various responsibilities as a citizen. The following initiatives are taken in this regard:
- Our College has emphasized on creating general awareness amongst the employees and students regarding the six fundamental rights and eleven fundamental duties mentioned in the Indian constitution.
- Our College celebrates National Constitution Day in order to create awareness about these rights and duties.

File Description	Document
Upload Additional information	View Document

7.2 Best Practices

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

Response:

Best Practice 1

Title: NSS

Objectives: NSS Unit of Manikchak College was established with a view of establishing and enriching the social outreach of the College.

Context: The NSS unit of Manikchak College was a necessary step in the process of its social amalgamation. The College has always tried to cater to the needs of its students but it has the responsibility to cater to the needs of society as well. The students and the teachers are not separate from the society they live in and to make the society better it is necessary that each and every stakeholder of the institution work together. And the NSS Unit of Manikchak College provides that opportunity. The NSS Unit of this College is relatively new and it has faced challenges to perform in the time of COVID-19. Yet it has tried to maintain its regular activities and continues to serve the society. NSS unit of our college functions in accordance with the various orders and guidelines issued by ministry of Youth Affairs and Sports, regional directorate of NSS, Government of India.

The Practices:

- Realising the problem of blood scarcity the NSS Unit of Manikchak College organises regular blood donation camps. Though amidst the COVID-19 crisis, the process was hampered a little.
- Cleanliness in and outside the campus is necessary to maintain a favourable environment and so the NSS Unit of Manikchak college organizes regular cleanliness drives and Swachh Bharat Abhiyan with the help of its members.
- The NSS Unit organizes timely awareness camps regarding different seasonal diseases like Dengue.
- The NSS Unit organised a free health check-up camp to ensure the good physical and mental health of its students and the people surrounding it.
- The NSS Unit has organised a “Safe Drive, Save Life” program for the promotion of road safety.
- A first Aid awareness camp was organised to make the students aware of the primary remedies for different health problems.
- The NSS Unit has also helped in organizing vaccination camps for COVID-19.
- The NSS Unit has organized a tree plantation program for the beautification of the campus and to make the campus more environment-friendly.
- The Unit has organised no-smoking campaigns to make the students aware of the bad effects of smoking.

Evidence of Success:

The NSS unit has succeeded in creating an active team of students of our institution who consciously strive towards enhancing the College's outreach. Besides, the activities of the NSS unit have been noticed by local people and local media as well. Also, our NSS unit has successfully utilized the allotted funds from the government in entirety by conducting various outreach programs.

Obstacles:

Being a new rural College, the Institution is short on human resources in regard to the number of staff which makes the NSS activities more difficult to organise.

Best Practice 2

Title: Adoption of Blended-Mode learning

Objectives: Blended learning has been introduced and encouraged in our College in order to overcome the obstacles caused by the remoteness of the College and the limited number of faculty members.

Context: Taking into account the changed scenario of the educational world during and after the Pandemic our faculty members had to immediately switch to online teaching in order to help the students. Afterwards, noticing the students' cordial response towards online learning which allowed them to interact with faculties outside the institution, the College has maintained organizing remote lectures using the smart classroom where the students listen and interact with resource persons of national and international institutions.

The Practices:

- Regular classes and special lectures have been organized in Google Meet during the Pandemic for the students.
- Various departments of the College have organized conferences and webinars using virtual platforms and blended mode in the smart classroom as well as the conference hall.
- Faculty members have regularly shared study materials and reference books with students through departmental Whatsapp groups and Google Classrooms.
- Our College has preserved lectures from resource persons of international repute in YouTube channels for future viewing and accession.

Evidence of success:

The use of technology and blended-mode learning has aided the College's overall growth in terms of providing exposure to resource persons from beyond the institution's own faculty members as well. The remoteness of our campus often creates a serious challenge to the institution's willingness to arrange extension lectures inviting renowned subject experts. Utilizing technology the institution has arrived at a number of feasible options for organizing such events. This initiative of the College has been mentioned in the newsletter of an overseas institution, link given here: <https://classics.ucla.edu/wp-content/uploads/2022/02/Newsletter-W22.pdf>.

Obstacles:

Presently our College has only one Smart Classroom which has been built utilizing the government fund. Taking into account our student strength, we have felt the need to build multiple Smart Classrooms to enhance the execution of blended-mode learning. However, realization of this initiative is dependent on availability of funds. Besides, Irregular power supply in the area has created significant obstacles to the realization of this practice.

File Description	Document
Best practices as hosted on the Institutional website	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

As an Institution located in rural areas, the main thrust of our work method is the optimal utilization of available resources. Though the work impetus of our Institution, in general, is shaped by such thrusting, we always prioritize students' all round development above everything else. Such prioritizing has had a number of significant manifestations and in the following discussion, we highlight them bringing out their impact and importance.

- Keeping in mind the limited number of faculty members available, this Institution has always emphasized utilizing its faculty strength in a flexible manner. In order to keep up with the pace of the CBCS system and its interdisciplinary curricula, which often necessitate lectures from specialized experts from other subjects, the various departments of our institution have adopted the method of internal faculty exchange. For instance, a number of courses offered by the three 'literature & language' departments, namely Bengali, English, and Sanskrit, often require exposure to areas other than their primary subjects. Each of these departments invites faculty members from the other two departments as per the requirement of their syllabi and ensures that their respective students develop a sense of interdisciplinary learning.

- Since the Pandemic our Institution has further upgraded its practice of utilizing resources for reaching out to a maximum number of students by means of technology and a mix of online and offline teaching as per requirement. A notable instance of such utilization is the Institution's use of popular social media like Facebook. The risk factors involved in gathering a large number of students became a matter of concern during the Pandemic and the situation was further complicated due to the limited faculty strength as well as large classrooms. Under such circumstances, the institution faced a challenging situation, particularly in organizing lectures for compulsory subjects that require lecture sessions for a considerably large batch of students. As a solution, this Institution utilized the flexible mindset of its faculty members and social media that are extensively used by students. This has resulted in the creation of a notably well-connected Facebook group dedicated to imparting information and education to our students. Our faculty members have conducted live sessions and uploaded pre-recorded lectures inviting further queries in regular intervals for catering to the need of our students and the post-Pandemic scenario.

- Noting the significant success of the Facebook group mentioned above, our institution has furthered its utilization of technology in communicating vital information regarding the schedule of its office section as well. Essential students' services like the distribution of mark sheets and other testimonials, scholarship-related works, etc. often become considerably challenging work for the College-Office due to the significantly large student strength and the limited number of non-teaching staff available to the institution. As a result, it becomes crucial to maintain a specific timeline and working hours during the execution of essential students' services mentioned previously. Such maintenance itself used to become a challenge

when the institution relied only on the offline circulation of notices and important information regarding its work schedule and office hours. However, significant development has been noted in this regard since the college started communicating with its students using social media. Subsequent to the beginning of such measures each of the College Office activities has become more organized and well-conducted as students have started maintaining the office section’s working hours and activity schedules in a disciplined manner gaining prior information through social media.

- Subsequent to the re-opening of the Institution, after the Pandemic, a need for blended mode learning was felt due to the fatigue of online learning. The college has set up a dedicated room on the ground floor with cameras, a sound system, and projection in order to allow students to gain maximum communication opportunities with resource persons.

- Arranging an adequate number of classrooms had been another serious challenge to the institution. In order to cultivate a disciplined learning atmosphere it became necessary to allot separate and specific classrooms for each of the Honours Departments. In 2021-22 the institution has resolved this by way of partitioning a number of fairly large classrooms, resulting in the creation of 9(nine) separate rooms which have been allotted to various departments for engaging daily classes and co-curricular activities. Even prior to the adoption of such measures the institution utilized its rooms in a multipurpose manner with considerable success. For instance, the large hall on the first floor of the building is being used as a space for hosting cultural events, workshops, seminars, etc. since 2018. The room has been equipped with a sound system, projector, and projection screen for this purpose. A similar approach may be noted in the Institution’s strategies regarding its playground as well. Noting the need for providing the students an opportunity to nourish their sports skills the Institution has been cultivating its playground since 2018 and has been successfully conducting the annual sports and various games therein.

File Description	Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

Within a brief span of time the College has earned a position of distinction amongst the colleges of Malda district for its ability to cater to a large number of students and timely execution of government assigned activities. Gradually the local people and even people from all over the district are developing interest to send their wards to the College.

Concluding Remarks :

The College has been contributing significantly to the educational and overall development of the rural area it is surrounded by. Unavailability of adequately developed communication system had deprived the people from Manikchak and surrounding areas from higher education. The presence of Manikchak College has significantly improved this situation by bringing quality education and various facilities closer to the population of these remote areas. The College aims to make its presence felt in the national map of education of our country in the next ten years.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																														
1.2.2	<p>Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years</p> <p>1.2.2.1. Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>276</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>280</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	276	0	0	0	0	2021-22	2020-21	2019-20	2018-19	2017-18	280	0	0	0	0										
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280	0	0	0	0																											
1.3.2	<p>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)</p> <p>1.3.2.1. Number of students undertaking project work/field work / internships</p> <p>Answer before DVV Verification : 4279</p> <p>Answer after DVV Verification: 902</p> <p>Remark : DVV input considering only last year students</p>																														
2.1.1	<p>Enrolment percentage</p> <p>2.1.1.1. Number of students admitted year wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>2783</td> <td>2577</td> <td>2608</td> <td>2411</td> <td>1893</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>2783</td> <td>2577</td> <td>2608</td> <td>2411</td> <td>1893</td> </tr> </tbody> </table> <p>2.1.1.2. Number of sanctioned seats year wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>2920</td> <td>2720</td> <td>2720</td> <td>2720</td> <td>2670</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	2783	2577	2608	2411	1893	2021-22	2020-21	2019-20	2018-19	2017-18	2783	2577	2608	2411	1893	2021-22	2020-21	2019-20	2018-19	2017-18	2920	2720	2720	2720	2670
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2920	2720	2720	2720	2670																											

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
2920	2720	2720	2720	2670

Remark : DVV input as per attached supporting data.

2.1.2 **Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)**

2.1.2.1. *Number of actual students admitted from the reserved categories year - wise during the last five years*

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
1039	1023	970	968	803

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
1039	1023	970	968	803

2.1.2.2. **Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18

2.4.1 **Percentage of full-time teachers against sanctioned posts during the last five years**

2.4.1.1. **Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
18	18	10	10	10

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
18	18	10	10	10

Remark : DVV input as per supporting documents provided by HEI

2.4.2 **Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)**

2.4.2.1. Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
12	11	09	06	09

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
12	11	09	06	09

2.6.2 Pass percentage of Students during last five years

2.6.2.1. Number of final year students who passed the university examination year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
1423	1067	828	425	357

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
1423	1067	828	425	357

2.6.2.2. Number of final year students who appeared for the university examination year-wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
1459	1068	861	622	531

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
1459	1068	861	622	531

Remark : Revised input as per supporting documents provided by HEI in response to DVV clarification

3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

3.2.2.1. Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
1	4	4	1	1

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

3.3.1 **Number of research papers published per teacher in the Journals notified on UGC care list during the last five years**

3.3.1.1. Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
1	3	3	2	3

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	3	3	2	3

3.3.2 **Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

3.3.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
17	9	5	5	2

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
20	9	5	5	2

3.4.3 **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 organised in collaboration with industry, community and NGOs) during the last five years**

3.4.3.1. Number of extension and outreach Programs conducted in collaboration with

industry, community, and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
03	01	03	02	03

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
02	01	03	02	2

5.1.2 **Capacity building and skills enhancement initiatives taken by the institution include the following**

1. **Soft skills**
2. **Language and communication skills**
3. **Life skills (Yoga, physical fitness, health and hygiene)**
4. **ICT/computing skills**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: C. 2 of the above

5.1.4 **The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Answer before DVV Verification : B. Any 3 of the above

Answer After DVV Verification: B. Any 3 of the above

5.2.1 **Percentage of placement of outgoing students and students progressing to higher education during the last five years**

5.2.1.1. Number of outgoing students placed and / or progressed to higher education year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
28	38	23	12	4

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
28	38	23	12	4

5.2.1.2. Number of outgoing students year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
1423	1067	828	425	357

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
1423	1067	828	425	357

Remark : Revised values as per supporting documents attached by HEI

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 last five years**

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	07	03	04

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	05	03	04

5.3.2 **Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)**

5.3.2.1. **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
18	04	15	13	12

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
10	2	5	4	3

6.2.2 **Implementation of e-governance in areas of operation**

1. Administration

	<p>2. Finance and Accounts 3. Student Admission and Support 4. Examination</p> <p>Answer before DVV Verification : B. Any 3 of the above Answer After DVV Verification: B. Any 3 of the above</p>
6.5.2	<p>Quality assurance initiatives of the institution include:</p> <ol style="list-style-type: none"> 1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements 2. Collaborative quality initiatives with other institution(s)/ membership of international networks 3. Participation in NIRF 4. any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc <p>Answer before DVV Verification : D. Any 1 of the above Answer After DVV Verification: D. Any 1 of the above</p>
7.1.2	<p>The Institution has facilities and initiatives for</p> <ol style="list-style-type: none"> 1. Alternate sources of energy and energy conservation measures 2. Management of the various types of degradable and nondegradable waste 3. Water conservation 4. Green campus initiatives 5. Disabled-friendly, barrier free environment <p>Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: B. 3 of the above</p>

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of students year wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>6733</td> <td>5044</td> <td>4519</td> <td>3765</td> <td>3472</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>7968</td> <td>7596</td> <td>6912</td> <td>5343</td> <td>3463</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	6733	5044	4519	3765	3472	2021-22	2020-21	2019-20	2018-19	2017-18	7968	7596	6912	5343	3463
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