



## YEARLY STATUS REPORT - 2023-2024

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>Manikchak College</b>
• Name of the Head of the institution	<b>ANIRUDDHA CHAKRABORTY</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>03512252556</b>
• Mobile No:	<b>7585041526</b>
• Registered e-mail	<b>manikchakcollege@gmail.com</b>
• Alternate e-mail	<b>principal@manikchakcollege.ac.in</b>
• Address	<b>P.O. Lalbathani</b>
• City/Town	<b>Mathurapur, Malda</b>
• State/UT	<b>West Bengal</b>
• Pin Code	<b>732203</b>
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	<b>Affiliated</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Rural</b>
• Financial Status	<b>Grants-in aid</b>

• Name of the Affiliating University	University of Gour Banga				
• Name of the IQAC Coordinator	Md. Masud Ali				
• Phone No.	03512252556				
• Alternate phone No.	03512252556				
• Mobile	9126869412				
• IQAC e-mail address	manikchakcollegeiqac@gmail.com				
• Alternate e-mail address	manikchakcollege@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://manikchakcollege.ac.in/">https://manikchakcollege.ac.in/</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="#">Yes</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.25	2023	19/05/2023	18/05/2028
<b>6.Date of Establishment of IQAC</b>			07/03/2022		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			4		

<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	No	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>1. IQAC, Manikchak College has organised a One Day Workshop on "Effective Implementation of NEP 2020: Issues and Prospects" jointly with Malda College. The workshop was attended by faculties of different colleges affiliated to the University of Gour Banga. The workshop had a significant role in shaping and implementation of NEP 2020 in different colleges of the University. 2. IQAC, Manikchak College had a significant contribution in enhancement of skills of the staff of the college. It organised a One Day Workshop on MS Office for the staff of the college to enhance their knowledge and proper use of the MS office. It helped in the staff enrichment and compatibility of using computers for different office works and teaching learning process as well. 3. The IQAC has significantly worked towards the use of ICT in the teaching learning process. It inspired all the faculty to use ICT in the class room and maintain a proper documentation of the same. It suggested to include mandatory ICT enabled classes in the routine itself and the suggestion helped in increasing the attendance of the students in classes as well. 1. IQAC, Manikchak College has organised a One Day Workshop on "Effective Implementation of NEP 2020: Issues and Prospects" jointly with Malda College. The workshop was attended by faculties of different colleges affiliated to the University of Gour Banga. The workshop had a significant role in shaping and implementation of NEP 2020 in different colleges of the University. 2. IQAC, Manikchak College had a significant contribution in enhancement of skills of the staff of the college. It organised a One Day Workshop on MS Office for the staff of the college to enhance their knowledge and proper use of the MS office. It helped in the staff enrichment and compatibility of using computers for different office works and</p>		

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

Plan of Action	Achievements/Outcomes
1. Increasing Attendance in the Library	IQAC advised the departments to reinforce their students to attend the library more often. The routine incorporated Library classes in the routine itself for the purpose.
2. Increase use of ICT in classroom	The IQAC advised the departments to ensure weekly classes using ICT. The departments has already focussed on increasing the use of ICT in the classroom.
3. Organising Seminars	The departments were encouraged to organise seminars and the Department of Political Science has already made a draft for organising a seminar and has prepared a CFP based on it.
4. Signing MOU	IQAC had decided to sign MOUs with other institutions. Shri Bijan Sarkar, Asst Professor of History has already submitted the list of feasible MOUs that can be incorporated. Already one MOU with Kaliachak College has been done.
5. Activity Calendar of NSS	IQAC had advised the NSS Programme officer to formulate an activity calendar for proper functioning of the NSS and increase social outreach of the college. Shri Sujit Sarkar has already submitted the list of

	the activities and NSS has already started implementing the NSS activity calendar for the purpose.
6. Add on course	IQAC had advised to organise an Add on Course for Soft Skill development . Smt. Priyanka Paul of the Department of Education has already made a curriculum for the purpose and submitted to the IQAC
7. Workshop on ABC ID Registration	IQAC has already organised the workshop on ABC ID Registration for proper conduct of the same.
8. Publish a Journal of the College	Department of English has already taken initiatives to publish a Journal of the college. It is already collecting articles for the first issue of the Journal.
9. Updating of Staff Details in the College website	IQAC had advised to the keep the website up to date. For the purpose all the staff details have been updated incorporating all the latest details regarding the faculty and the non teaching staff.
10. Workshop on Communicative English for staff	The IQAC has already organised a workshop for the staff to develop their communicative skills.
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Nil</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Nil	Nil

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2022-23	02/02/2024

**15. Multidisciplinary / interdisciplinary**

The curriculum is designed by the affiliating university in line with the National Education Policy - 2020, from 2023-24 academic session. Manikchak College adheres to the University of Gour Banga curriculum and ensures a holistic, multi-disciplinary approach, to disseminate knowledge. The new curriculum focuses on enhancing the skill set of the students. It provides flexibility in Multidisciplinary and Interdisciplinary subjects emphasising on Creativity, Innovation, and Project based learning and Experiential Learning, so as to become self-employable. The students are given an opportunity to select MDC (Multi-Disciplinary Course) based on their interest. To facilitate flexible learning within the stipulated period multiple entry and multiple exit options are offered to UG students as per University guidelines. The University syllabus integrates courses that includes: Ability Enhancement Courses, Constitution of India, Human Rights Law and Political Institution, Man and Nature, Indian Knowledge System like Sanskrit and Bengali language, Environmental Studies, Gender Sensitivity etc. The institution encourages faculty members to interchange their departments for delivering lectures on their areas of specialization.

**16. Academic bank of credits (ABC):**

Students of our Institution have been registered for academic bank of credits (ABC) under our affiliating University (University of Gour Banga). During the induction program, the students are explained about Academic Bank of Credits (ABC). The concept, purpose and structure of ABC were explained, emphasising its role in promoting credit transfer and accumulation. ABC provides easy transfer of credits among HEIs since it digitally stores the academic credits earned by the students from various recognized HEIs and the University can award the degree considering the credit points earned by each students. We arrange series of workshops with our students for generation, implementation and activation of ABC.

**17. Skill development:**

As per NEP 2020 life skill includes vocational education and soft skills. Soft skills comprises of various components such as communication, cooperation, teamwork, leadership, empathy and

resilience. In order to make the students understand, curriculum restructured by the affiliating University and Skill enhancement courses (SEC) for all students are introduced. Major subject wise SEC papers are there with skill oriented activities. Institution develops the various skills of our students by organizing orientations, meetings and workshops. Faculty members are also mapping to build up students' self-esteem, confidence and leadership skills.

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

In order to preserve the Indian ancient traditional knowledge, Arts, Culture, Society, Tradition are included as mandatory credit course such as Popular Culture Mass Media and society, History of Early Bengal, Literature Culture and Identity, NSS and language such as Sanskrit, Bengali in the affiliating University curriculum. The faculty members are encouraged to handle these subjects so as to cater the knowledge of Indian culture through participative learning. The visit to historical places of our locality, important local food processing centre and environmental awareness activity at campus were conducted.

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

The institution strictly follows the curriculum, guidelines and regulations of the affiliating University. Assessment of course outcomes are the key aspects of Outcome-Based Education (OBE), where changes in curriculum can be changed often based on the requirements of different stakeholders. Outcome-based education (OBE) is education in which an emphasis is placed on a clearly articulated idea of what students are expected to know and be able to do, that is, what skills and knowledge they need to have, when they leave the specific programme. We clearly specify two levels of OBE: Program Outcomes (POs) and Course Outcomes (COs). Program Outcomes and Course Outcomes relate to the cognitive, psychomotor and affective domain that the student acquires through the programme. The courses are designed with outcomes centered on cognitive abilities by following Bloom's taxonomy.

#### **20.Distance education/online education:**

The online classes were conducted during COVID-19 pandemic. Students and Faculty members are encouraged for self-learning and using online resources such as SWAYAM and MOOCs. The students and faculty members undergo regular training programmes, webinars, FDPs through online mode. 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.

## Extended Profile

### 1.Programme

1.1	<b>8</b>
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1	<b>6045</b>
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	<b>1492</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	<b>1374</b>
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1	<b>18</b>
Number of full time teachers during the year	



File Description	Documents
Data Template	<a href="#">View File</a>
3.2	18
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	22
Total number of Classrooms and Seminar halls	
4.2	11324717
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	4
Total number of computers on campus for academic purposes	
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>In order to ensure the effective implementation and timely delivery of the curriculum as prescribed by the University of Gour Banga, Manikchak College has carried out the following measures in a planned manner:</p> <ul style="list-style-type: none"> <li>• Towards the beginning of the academic session, the Teachers' Council and the IQAC of the College organise meetings to provide clear instructions for completion of the curriculum in an effective manner.</li> <li>• An Academic Calendar is prepared at the College level, incorporating Curricular, Co-Curricular, and extracurricular events in accordance with the University's relevant guidelines.</li> <li>• The College Timetable Committee designs department-specific</li> </ul>	

master timetables based on UGC Regulations 2018, ensuring class allocation and individual faculty members' timetables reflect their full workload.

- Departments distribute classes, and teachers receive timetables which are approved by the Time-table Committee and displayed on the College Website for official notification.
- Subsequently, departments conduct Departmental Committee (DC) meetings to review departmental progress regarding the timely completion of the syllabus and formulate policies accordingly.
- In the classroom, ICT-based teaching and learning strategies are widely employed. Online and in-person classes are offered to the students depending on their needs.
- Manikchak College adheres to academic calendar, incorporating Continuous Internal Evaluation, Choice Based Credit System (CBCS), and NEP 2020.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://manikchakcollege.ac.in/pdf-year.php?action=Routine">https://manikchakcollege.ac.in/pdf-year.php?action=Routine</a>

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

- Manikchak College maintains its academic calendar. Unit evaluations and annual internal assessments facilitate Continuous Internal Evaluation (CIE). Internal assessment mechanisms are seamlessly integrated into the curriculum with the introduction of the Choice Based Credit System (CBCS) and NEP-2020, which comprise a variety of evaluation modalities, including viva voce examinations, project works, and assignments.
- Internal Evaluations are organised before the final examination and throughout the year following the Academic Calendar. The Examination Committee of the college prepares a timetable, and the evaluations are done centrally and department-wise. The result is published in due course, and the college resolves any discrepancy through its proper mechanism.
- Along with the centralised Academic Calendar, each department formulates its own Academic Calendar, following the centralised calendar, including departmental curricular and co-curricular activities, and adheres to it.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://manikchakcollege.ac.in/pdf/172474614_2_Doc.pdf">https://manikchakcollege.ac.in/pdf/172474614_2_Doc.pdf</a>

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

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

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

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

08

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment**

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

- The curriculum provided by University of Gour Banga offers various courses in its CBCS curriculum to address gender, environment, sustainability, human values, and professional ethics, promoting cross-cutting issues.

- The 'Gender and Education' course in History, 'Women, Power, and Politics' course in Political Science, Sociology General course paper 'Gender and Sexuality' and English Honours course, 'Women's Writing' focus on gender issues, aiming to provide students with initial ideas on women's empowerment and discrimination in India.
- The DC-7 Core course of Education on 'Contemporary Issues in

India Education' includes a component on 'Peace and Value Education', promoting awareness about peace and value systems in Indian society, and 'Environmental Education', focusing on pollution control measures.

- The compulsory 'Environment Studies' subject for semester-I students aims to educate students about environmental pollution and develop strategies to combat it, promoting sustainability and awareness.
- In order to sensitize students about environmental and sustainability issues, a number of activities have been organised:
  - Awareness Programme on Swachchata Abhiyan organised by NSS unit on 2nd January 2024.
  - Celebration of World Environment Day organised by the NSS unit on 5th June 2024.
  - A Tree Plantation Programmes was organised on the same day where the NSS Volunteers actively participated.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

01

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

661

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

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

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	No File Uploaded

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>B. Feedback collected, analyzed and action has been taken</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://drive.google.com/file/d/1aqR_zo6ZvnJt1XV0aF4B-7S6h1oQHtY3/view?usp=sharing">https://drive.google.com/file/d/1aqR_zo6ZvnJt1XV0aF4B-7S6h1oQHtY3/view?usp=sharing</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of sanctioned seats during the year</b>	
3315	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>
<b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
1303	
File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>
<b>2.2 - Catering to Student Diversity</b>	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
<b>The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners:</b>	

- The Departments in the college, through conducting quizzes and Interactive sessions among students at regular intervals, begin to Identify their slow and advanced learners from the beginning of The academic session.
- Moreover, performance of students in the internal examination enables the departments to categorize their slow and advanced learners and adopt measures accordingly.
- The slow learners are provided additional support by the faculty members in the forms of tutorials and assignments especially suited to their learning levels.
- The advanced learners, on the other hand, are encouraged and provided special assistance by the faculty members to appear for competitive examinations like UGC NET and WBSET to pursue higher studies and research in future.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
6045	18

File Description	Documents
Any additional information	No File Uploaded

## 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

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, problemsolving skills, listening skills, etc.



- 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.
- 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 prepare wall magazines for each department on an annual basis.
- 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.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

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. College has multiple YouTube channels for the subjects offered. Through these students are encouraged to learn remotely as well.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://manikchakcollege.ac.in/view_gallery.php?Id=8">https://manikchakcollege.ac.in/view_gallery.php?Id=8</a>

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

#### 2.3.3.1 - Number of mentors

18

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

18

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

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

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

03

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

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

#### 2.4.3.1 - Total experience of full-time teachers

107

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

Manikchak 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/or 'Tutorial' component, in regular intervals.

- In most of the courses, the Internal component, Tutorial, and Theory components comprise 10,8, and 32 marks, respectively. In case of students post-implementation of NEP, the Internal component comprises 10 marks per paper.
- 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/or 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.

- Each department intimates the results of the 'Internal' and 'Tutorial' components to students immediately following their evaluation.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

Manikchak College gives importance to deal with internal examination related grievances maintaining transparency. The measures adopted for this are as follows:

- Results of Internalevaluation arepublished centrally by the Examination Committee 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 properresolution 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 theCollege. Link: <https://mcexam.net/>

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://manikchakcollege.ac.in/pdf/1676010806_Doc.pdf">https://manikchakcollege.ac.in/pdf/1676010806_Doc.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

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

Programme outcomes and course outcomes are treated as integral by the College for educational growth of the students. Mostly the Programme and Course Outcomes are prepared by respective Board of Studies from the affiliating University. Teachers and Students, the two major stakeholders are made aware of these outcomes in the following manner:

- 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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

Programme outcomes and course outcomes are treated as integral by the College for educational growth of the students. Whether these outcomes are being attained is evaluated by our College through

various steps. These steps are as follows:

- 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, and Major courses are attained with the help of course outcomes of the specific programme through the direct evaluation process prescribed by the University of Gourbanga.
- The Institution has organized terminal examinations, internal examinations, tutorial examinations, home assignments, unit tests, surprise tests. 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 Gourbanga.
- Students are encouraged to take up project work, fieldwork etc. These help them to obtain the necessary skill and practical experience.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

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

1354

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

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

[https://docs.google.com/forms/d/e/1FAIpQLSdH33oEnxp44WHhPtN\\_lgDxnqN7sgHdj-du5ArMP4frF3-c\\_w/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdH33oEnxp44WHhPtN_lgDxnqN7sgHdj-du5ArMP4frF3-c_w/viewform)

**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

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

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

<b>3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year</b>	
<b>3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year</b>	
09	
File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>
<b>3.2 - Research Publications and Awards</b>	
<b>3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year</b>	
<b>3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year</b>	
02	
File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>
<b>3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year</b>	
<b>3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year</b>	
07	
File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>
<b>3.3 - Extension Activities</b>	



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

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 student's surroundings. The list of these activities is as follows:

- Independence Day Celebration on 15th August 2023.
- Anti-Ragging Awareness Camp on 25th August 2023.
- The NSS Day Celebration on 25 September 2023.
- Participation of NSS Volunteer in pre-Republic Day Parade Camp at UGB, Malda on 5th October 2023.
- Talent Hunt Programme organised on 23rd and 24th November 2023.
- Safe Drive & Save Drive Awareness Rally in collaboration with Manikchak Police station on 6th December 2023.
- Awareness Programme on Swachchata Abhiyan on 2nd January 2024.
- Republic Day Celebration on 26th January 2024.
- A Rally about the Book Fair to create awareness of the "Book as a Resource for Growing Knowledge" among the students on 11th February 2024.
- Awareness programme on Sexual harassment at the workplace organised by Anti Ragging cell on 7th March 2024.
- Celebration of World Environment Day on 5th June 2024.
- Celebration of International Yoga Day to create awareness among the student about "Yoga as a way to healthy living" on 21st June 2024.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

01

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

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

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

07

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

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

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

180

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration**

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

03

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

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

02

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

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. An outline of the available infrastructure and physical facilities is as follows:

- College has spacious classrooms and tutorial rooms.
- The whole campus 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 participants. • The College has two students' common rooms, one each for male and female students, with a capacity of fifty 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 users.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://manikchakcollege.ac.in/view_gallery.php?Id=12">https://manikchakcollege.ac.in/view_gallery.php?Id=12</a>

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

Along with providing facilities for teaching-learning, College also provides facilities for various cultural activities and sports. List of the facilities is as follows:

- • 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.
- •The College has a standard playground for various athletic events and outdoor activities.
- •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	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://manikchakcollege.ac.in/view_gallery.php?Id=4">https://manikchakcollege.ac.in/view_gallery.php?Id=4</a>

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

10

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

10

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://manikchakcollege.ac.in/view_gallery.php?Id=10">https://manikchakcollege.ac.in/view_gallery.php?Id=10</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

145920

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

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. Despite these impediments, the college library currently has a total of 2616 titles and 5177copies. 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. Additionally, the teachers also use library resources for their knowledge enhancement and lesson preparation.
- Two rooms are used for the library. One 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 eresources.
- 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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://mccl-opac.libcarecloud.com/">https://mccl-opac.libcarecloud.com/</a>

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

**B. Any 3 of the above**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

30500

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

10

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

Due to the recentness of the Institution, 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 10 Desktops and 4 Laptops with internet facilities available for the employees, faculty members and students.
- In addition there are 4 HP Laserjet printers and 1 scanner in the administrative section and 1 HP Laserjet Printer in the IQAC room and Teachers' common room.
- The College has employed a need-based IT consultant for maintenance and support of the ICT infrastructure.

- •The Institution has 10 projectors for smart classrooms.
- •The College has four high-configuration servers to allow fast transmission of data to the various computers.
- •The desktops are running on Windows 7,10, 11 operating systems.
- •Most have office 2007 installed and a few are running on office 2013.
- • Antivirus are purchased by the College and updated regularly.
- •The College provided Koha Software for Library management and recorded the library books.
- •Institution has a subscription to online G-suite platform for conducting online classes, Webinars, and Meeting with the faculties.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

14

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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



**4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****1441348**

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

College maintains various support facilities through an organized process. The procedure is as follows:

- Each year the College maintains its facilities through signing annual maintenance contract with eligible proprietors/providers.
- The maintenance committee of the College conducts meetings in regular intervals for tracking progress of maintenance.
- Various sub-committees inform the College administration regarding maintenance of facilities (departmental classrooms, library, ground, etc.) as and when necessary.
- The NSS unit encourages students to keep the campus clean and thereby maintain a clean atmosphere all over the campus.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

**STUDENT SUPPORT AND PROGRESSION****5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the**

**Government during the year**

5090

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year****5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

00

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

**B. Any 3 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

3

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

46

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

**examinations) during the year**

2

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

7

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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

College presently does not have a formally elected Students' Council as per state Government order. However, within our capacity we actively promote student engagement in various aspects of college.

**Student Representation:**

- Students hold representation in some college committees viz- Cultural Committee; Sports Committee fostering their participation in decision-making processes.
- This representation fosters leadership qualities and a sense

of ownership among the student community.

**Key Areas of Involvement:**

- **National Service Scheme (NSS):** Students actively participate in NSS programs, developing their personalities through community service initiatives like awareness campaigns, plantation drives, and cleanliness programs.
- **Committees:** Students hold concurrent representation in various committees: e.g. Cultural Committee, Sports Committee.

File Description	Documents
Paste link for additional information	<a href="https://manikchakcollege.ac.in/view_gallery.php?action=Cultural">https://manikchakcollege.ac.in/view_gallery.php?action=Cultural</a>
Upload any additional information	No File Uploaded

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

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

05

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

**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

Though 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 first (as College established in 2014) 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 by way of submitting documents for registration.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

Our governance practices prioritize the empowerment of marginalized groups, ensuring their voices are heard and their needs addressed as reflected in all our strategic decisions and initiatives:

- We strive to create an environment where everyone belonging young generation can overcome challenges due to their rural location and reach their fullest potential.
- Faculty members of our institution led by the Principal, conduct meetings with nearby high schools regularly.
- To ensure that the young generation grow their interest in pursuing higher education, the employees collectively maintain a student-friendly ambiance which helps the students overcome the various obstacles due to their rural background in a significant manner.
- We actively promote diversity and inclusion in all governance processes, ensuring representation and participation from all sectors of our community.

- Our decision-making processes are open and transparent, fostering trust and accountability among stakeholders.
- We are committed to ongoing assessment and improvement of our governance practices to better serve our mission and vision.

By adhering to these principles, our governance not only reflects but also actively advances the vision and mission of our institution. Together, we rise, ensuring education for all, empowerment of the marginalized, and excellence throughout.

File Description	Documents
Paste link for additional information	<a href="https://manikchakcollege.ac.in/history.php?action=Our%20Vision">https://manikchakcollege.ac.in/history.php?action=Our%20Vision</a>
Upload any additional information	No File Uploaded

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

Manikchak College utilizes committees for various functions, delegating responsibilities to teachers and staff, and fostering effective leadership through decentralization and collective participation.

- Due to the absence of the Governing Body since the very inception, the Administrator, appointed by the state government functions as an equivalent to the President of the Governing Body.

- The Principal convenes a general meeting with the Staff council, including faculty and non-teaching staff, to make major decisions affecting the institution's staff.

- The College has decentralized its system into sub-committees, allowing faculty and staff to collaborate on decisions, which are then forwarded to the administration for further approval.

- By approval of the Administrator and Principal, they assign specific duties to one or more relevant sub-committees for the realization of the matter decided about.

- The committee organizes discussions with students regarding sports and cultural activities, incorporating their suggestions and forming working committees with student representatives to ensure their involvement.



•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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Manikchak College, Malda is a government-aided, NAAC accredited institution with recognition from the University Grants Commission (2f & 12B). Our College functions following relevant guidelines of the University Grants Commission and Higher Education department, West Bengal.

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.
- IQAC: Consisting of substantive faculty members are external members, the cell organizes various lectures, workshops, and seminars in collaboration with relevant bodies.
- The Teachers' Council: It develops new strategies to maintain academic growth of the institution as a whole.
- The Bursar: appointed by the college administration, the bursar ensures timely and proper processing of financial matters related to the College.
- The Examination Committee: It maintains a streamlined timetable in consultation with the Teachers' Council for ensuring the timely completion of Internal assessments.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The institutional bodies of the College function following various applicable policies and rules developed by relevant bodies engaged in policy-making. An outline of functioning thusly is as follows:

- Procedure of recruiting new Assistant Professors is helmed by the College Service Commission of West Bengal.
- 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	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The College is providing excellent working conditions for both teaching and non-teaching staff, including advance allowances through government aid until the commencement of monthly salaries from the state's Higher Education Department, ensuring no financial stress. The following financial assistance is provided to the staff of the College with the afore mentioned 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.
- 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
- 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

00

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

03

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

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

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

01

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

College has an effective Performance Appraisal system for its employees. Both teaching and non-teaching staff submit their respective appraisal forms on regular basis in the following manner:

- 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	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

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

Mechanism for carrying out internal and external audits is as follows:

- The institute has the budgetary control system to monitor the effective and efficient use of financial resources. Many reforms were brought in the financial administration of the institution. Financial committee headed by the Principal and representing of the management, teaching staff and administrative staff will be sought budgetary requirements from various departments and cells. At the beginning of the academic year the annual budgets are prepared, reviewed and approved by the finance committee. The finance committee has fixed the limits of total recurring and non-recurring expenditures based on the income and resources of the institution.
- College conducts internal and external financial audits at regular intervals.
- 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	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

00

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

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.

- 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 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

The following are the notable achievements of the IQAC for implementing quality assurance strategies during the academic year:

- IQAC has recommended organising seminars and workshops by different academic departments. The Department of English and Bengali have partnered with IQAC to host workshops on "Understanding the Craft of Poetry Writing" and "Sahitya Rachana Bishayak Kormoshala".
- IQAC, in collaboration with Malda College, has organised a one-day workshop on "Effective Implementation of NEP2020: Issues and Prospects."
- The IQAC has organised a Students' Seminar on "Crisis/Crises of Humanity at Present: What and Why?"
- IQAC, Manikchak College, has organised a One-Day Workshop on "Effective Implementation of NEP 2020: Issues and Prospects" jointly with Malda College. The workshop significantly shaped and implemented NEP 2020 in different colleges of the University.
- IQAC, Manikchak College has organised a One Day Workshop on MS Office for the staff of the college.
- IQAC, Manikchak College has also organised an Orientation Programme on "Creation of Academic Bank of Credits (ABC). It helped the stakeholders understand the concept of ABC ID.
- IQAC conducts annual Academic and Administrative Audits, analyzing departments' performance through SWOC analysis. The audit provides constructive feedback, recommendations for internal quality enhancement, self-evaluation, and setting higher goals for new challenges.



File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

The IQAC of the college actively encourage and reviews learning process, structures and methodologies of operation through the following methods:

- The Teachers' Council and the IQAC of the College convene meetings at the commencement of the academic session to offer concise instructions for the efficient completion of the curriculum.
- The University's pertinent guidelines are adhered to in the preparation of an Academic Calendar at the College level, which includes all curricular, co-curricular, and extracurricular events. In conjunction with the Routine Committee and the Teachers' Council, IQAC actively engages in this process.
- 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 collects feedback from stakeholders like students, parents, staff and alumni to facilitate teaching learning reforms. .
- 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

Maintaining gender equality is still a challenge in many rural areas of our country. Considering the rural location of the 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.
- 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.

- All the classrooms, pathways, libraries, offices, and other important places are under CCTV surveillance.
- 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.
- 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.
- College ensures that eligible students get the benefits of the 'Kanyashree scheme' of the West Bengal Government.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://drive.google.com/file/d/1Sv4bCjx9p1X0y6ddKrpRqEQkP8Ct4j-9/view?usp=sharing">https://drive.google.com/file/d/1Sv4bCjx9p1X0y6ddKrpRqEQkP8Ct4j-9/view?usp=sharing</a>

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

Protecting and nurturing the environment is one of the fundamental priorities of our college. According to the Global E-waste Monitor 2020 Report, a record 53.6 million tonnes of e-waste was generated in 2019, with just 17.4% getting recycled. India produced 3.2 million tonnes of e-waste, becoming the third largest producer in the world. Considering such a grave situation, our college committed itself to manage its nondegradable e-waste and spreading awareness among its fraternity regarding the same.

- College tries to use paper very carefully for official and academic activities to reduce pollution and save trees.
- The college uses different wastebaskets to store the various types of waste. The Solid Waste and Liquid waste are kept separately in different bins to dispose of the waste in the garbage vehicle of the Panchayat Office.
- The amount of biomedical hazardous waste is very minimal or, most of the time, none. It is also kept in the dustbins to dispose of in the Panchayat vehicle.
- Water management is the most crucial aspect of survival today, and a well-planned infrastructure has been established in the college.
- College does not have laboratories for Pure Science Courses and, hence, does not generate hazardous chemicals and radioactive waste.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="https://drive.google.com/file/d/1dAKxicVO-4KvyuiU58lxUwjfrTbo_Zmj/view?usp=sharing">https://drive.google.com/file/d/1dAKxicVO-4KvyuiU58lxUwjfrTbo_Zmj/view?usp=sharing</a>
Any other relevant information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.1.5 - Green campus initiatives include

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

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

**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

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

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

**C. Any 2 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment**

**C. Any 2 of the above**

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

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

The 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 the College provides equal opportunity for all the students to participate in social activities. The NSS unit of the College encourages all the students to participate in activities like Blood Donation Camp, Safe Drive Save Live, and Swachh 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.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The College is working for the Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties, and responsibilities of citizens. An outline of these initiatives is given below:

- The College sensitizes students and employees to the constitutional obligations and various responsibilities as a citizen. The following initiatives are taken in this regard:
- The 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.
- The College organises popular lecture to celebrate the National Constitution Day in order to create awareness about these rights and duties.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

C. Any 2 of the above

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

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

Manikchak 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, International Yoga Day, etc.
- Students of the College celebrate Teachers' Day every year.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices



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

#### Best Practice-1

##### Strategizing for NEP implementation in a rural institution

**Objectives:** In keeping with the National Educational Policy 2020 of the central government of India and West Bengal government's policies regarding implementation of the same w.e.f. 2023-24 session, our College has been developing various strategies for spreading alertness among students of the rural areas regarding the distinctive nature of National Educational Policy 2020.

##### Evidence of Success:

Significant level of awareness regarding NEP 2020 has been noticed amongst the students, faculty members, and non teaching staff of the College within a short span of time. The initiative of the College to collaborate with other institutions has also been appraised by the affiliating University.

#### Best Practice-II

##### Holistic Grooming of Female Students

**Objectives:** In alignment with the Central Government's mission of "Beti Bachao, Beti Parao" and the State Government's schemes like Kanyashree, our College has been specially dedicated to encouraging female students to participate in learning, co-curricular activities, and extra curricular activities.

##### The Practices:

Teaching process and evaluation process are designed carefully to ensure the eradication of gender bias in all forms from the campus.

Female students are regularly encouraged to participate in various co-curricular activities and extra-curricular activities.

**Evidence of success:**

On an average, the majority of the students regularly attending classes consist of a significantly large number of female students.

Female students have been taking leading position in students' participation and winning of awards in various co-curricular activities and extra-curricular activities.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.3 - Institutional Distinctiveness**

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

Our institution has been trying to prioritize the policy of empowering the marginalized during the present cycle of progress subsequent to our evaluation during NAAC visit, cycle-1. We offer an outline of our performance in this particular area below:

- Since its inception College has been catering to a population consisting of backward classes and marginalized sections of the society. The large number of enrolment from these sections in the College attests the ability of our institution to create an ambience that encourages the desire to learn amongst these sections in the campus.
- The population are first generation learners. Yet, the performance of these students progression to higher studies indicate a positive impact of our College on these learners.
- The enthusiasm in the female students of our college for education and participation in various cultural-educational-social activities create show high percentage rate.
- Apart from education, the organizing of cultural competitions, students' seminar, film screenings for students of these marginalized areas has been creating a noticeable impact. The output of students in various creative works, especially the writings submitted by students for the college magazine indicate a positive growth amongst students of marginalized

areas.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

Plan of action (POA) for each academic year is prepared by the I.Q.A.C. in consultation with its members and the Principal. POA for 2024-25 is as follows:

- **Increasing Attendance in the Library:** IQAC plans to advise the departments to reinforce their students to attend the library more often.
- **Increase use of ICT in classroom:** IQAC plans to advise the departments to ensure weekly classes using ICT.
- **Organising Seminars:** IQAC plans to encourage various departments to organise seminars by seeking funds from relevant organizations.
- **Signing MOU:** IQAC had decided to sign MOUs with more institutions.
- **Add on course:** IQAC had advised to organise departments to collaborate/organize at least one Add on Course for next academic year.
- **Workshop on ABC ID Registration:** IQAC has planned to organize workshops on ABC ID registration process in regular intervals.
- **Journal Publication:** IQAC has planned to publish inaugural issue of the college/departmental journal representing department (s).
- **Workshop on Communicative English:** IQAC has planned to organize workshops on Communicative English for staff of the College in regular intervals.
- **Updating of Staff Details in the College website:** IQAC has decided to keep the website up to date.