Yearly Status Report - 2017-2018

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

2. Institutional Status

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

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://mankarcollege.ac.in/Pdf/AQAR/AQAR_2016-17.pdf
4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://mankarcollege.ac.in/Pdf/Academic-calendar/2017-2018.pdf

5. Accrediation Details

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

6. Date of Establishment of IQAC	**02-Dec-2009**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Orientation of 1st Semester students	**03-Aug-2017** **1**	**255**

regarding CBCS syllabus and rules & regulations of the institution		
Orientation of 1st Semester students regarding CBCS syllabus and rules & regulations of the institution	04-Aug-2017 1	262
Seminar organized by Department of Bengali in collaboration with IQAC	21-Feb-2018 1	130
Submission of AISHE Report of 2017-18	03-Mar-2018 0	0
Academic Mentoring for the students of General course of 2nd Semester	12-Mar-2018 1	126
Academic Mentoring for the students of General course of 2nd Semester	13-Mar-2018 1	128
[View File](#)		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Mankar College	Development of Non Government colleges	Department of Higher Education, Govt. of West Bengal	2017 365	15000000
Mankar College	Assistance to Non Government College and Institutes	Director of Public Instruction, West Bengal	2017 365	147600
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**No**

Upload the minutes of meeting and action taken report	**No Files Uploaded !!!**
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

• **IQAC initiated academic mentoring of students and sustained the endeavor of taking student feedback for mapping of learning outcome and evaluation of teaching learning process.** • **Recommended the Governing Body to take necessary action to fill up posts of clerk and bearer and convert of category of posts of Assistant Professor in Political Science and Santali and make requisition for vacant posts of Assistant Professor to D.P.I for smooth running of academics and administration.** • **Requesting administrative authority to start construction of proposed Annex building with the grant of Rs. 1,50,00000 already released by Dept. of Higher Education, Govt. of West Bengal.** • **Requesting the authority to pursue for getting the grant of RUSA which can be utilized for upgradation of library.** • **Recommended to introduce Nutrition in Honours and Chemistry in General course for the benefit of the students**

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

Plan of Action	Achivements/Outcomes
1. Academic: Introduction of Nutrition in honours and Chemistry in General as new courses and initiate mentoring of students of 1st and 2nd semester Honours. Planned to introduce certificate course in Spoken English, Computer application and Art craft. 2. Administrative: Filling up of some teaching and nonteaching posts. 3. Infrastructural: Construction of Annex building and development of laboratory for Nutrition.	**1. The college introduced mentoring for students of 1st and 2nd semester Honours of all subjects. Permission was granted for introducing new courses in Nutrition Honours and Chemistry General by Higher Education Council, West Bengal from the next session, 201819. A certificate course in spoken English has been started from March, 2018. Certificate course in computer application in collaboration with WEBEL INFORMATION PVT. LTD. was started on 19.4.2018. A workshop on Art craft training was started on 19.4.2018 in collaboration with PEDILITE Industries Ltd. 2. Requisitions to fill up vacant nonteaching and teaching posts were placed properly to the competent authority which are expected to be filled up in the next sessions. 3. Construction of Annex building started in March,2018. Also started to prepare laboratory for Nutrition.**
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14. Whether AQAR was placed before statutory body ?	Yes

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

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2018

Date of Submission	03-Mar-2018

17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The college uses different Management Information System in admission, administration, library and financial sector. Admission: The entire admission procedure is carried out through online mode. Following the instruction of Higher Education Dept. notification of registration for admission is processed through college website. Student can select subjects under new CBCS system. Lists of eligible candidates seeking admission for different subjects are published in the web portal. The process of fee deposit for admission is managed online to keep the procedure cashless, smooth and hassle free. Administration: Student data related management is done through College Administrative Management System (CAMS). After admission all basic data of students including name, address, age, sex, caste category, religion category, subject chosen in different semesters are recorded. List of students enrolled to the university, details of students including subject choice going to appear examinations in each semester are available through this system. Library: The library information system is operated through Software for University Libraries (SOUL 2.0) which is an integrated library management software. The software is

compliant to international standards for bibliographic format and networking protocols. This has been used in the college library since 2012. It provides a strong support system through data acquisition, cataloguing and circulation. Searching and cataloguing are done through Online Public Access Catalogue (OPAC). Finance: Financial transactions of college is done through WBIFSM which is an integrated financial management system. Salary and PF of all staffs are operated through this web portal.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Mankar college affiliated to The University of Burdwan, follow the curriculum given by the university. Curricular aspects of the courses taught at Mankar College are governed by The University of Burdwan Ordinance and guidelines. The college vision, mission and objectives are communicated to all stakeholders through college website and admission prospectus. The college level committees prepare guidelines and frameworks to suit the requirements of all the various courses at the departmental level. The Teachers' Council in the conjunction with the, academic, and routine committees of the college and individual departments provides inputs and directions which monitor the effectiveness of the same throughout the session on a regular basis. For the newly introduced Credit Based Choice System course, the Admission committee and Routine committee along with Heads of the various departments at the college level decides the GE, SEC, and DSE's to be offered. The decision of this committee is given in the prospectus. Based on the The University of Burdwan academic calendar,various departments of the college prepares the academic calendar at the beginning of session. The departments allocate subjects to teachers and prepare time table. The teaching plan is prepared by respective departments under the guidance of concerned Teachers' council. The teaching, learning and evaluation schedules are strictly as per the Academic calendar notified by The University of Burdwan. The college has well qualified, dedicated and experienced faculty. Departmental sub-committees hold meetings at the end of semesters to discuss and plan in advance the execution. Various course delivery methods are followed by the faculty such as, Lectures, Class presentations, Tutorials, Practical labs, E- learning and Case studies. The college adopts numerous policies for bridging the knowledge gap of the enrolled 'weak' students to enable them to cope with the programme of their choices as well as promote, reward and facilitate 'advanced' learners. This includes scholarships, tutorials classes. The Internal assessment which consists of internal tests, presentations, projects and assignments are conducted to evaluate the performance of students. Continuous review of the progress of syllabus completion, performance of the students, association activities are done in the department level meetings on the regular basis. The college infrastructure and facilities are continuously being upgraded to suit the needs of changing curriculum and pedagogy. The college has well equipped laboratories and classrooms with projection facilities for both faculty and students. The

renovated well-stocked college library is fully computerized that offers various web based facilities and access to National online databases. The college has four computer labs with Internet connectivity throughout the college campus available for the staff and students. The college has a programme which enables students of final year to provide feedback to teachers on the curricular issues, college infrastructure, administrative matters and other non academic matters.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Introduction to GIS	Nil	13/11/2017	12	Yes	Yes
Certificate in Computer Application(WEBEL)	Nil	02/04/2018	180	Yes	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	Nil	Nill
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	GENERAL	01/07/2017
BA	Bengali(H)	01/07/2017
BA	English(H)	01/07/2017
BA	Hindi (H)	01/07/2017
BA	Sanskrit (H)	01/07/2017
BA	Philosophy(H)	01/07/2017
BA	Pol. Sc.(H)	01/07/2017
BA	History(H)	01/07/2017
BA	Geography(H)	01/07/2017
BA	Santali(H)	01/07/2017
BA	Bengali(G)	01/07/2017
BA	English(G)	01/07/2017
BA	Hindi (G)	01/07/2017
BA	Sanskrit (G)	01/07/2017
BA	Philosophy(G)	01/07/2017
BA	Pol. Sc.(G)	01/07/2017

BA	History(G)	01/07/2017
BA	Geography(G)	01/07/2017
BA	Santali(G)	01/07/2017
BA	Economics(G)	01/07/2017
BA	Physical Education(G)))	01/07/2017
BSc	Computer Sc.(H)	01/07/2017
BSc	Maths(H)	01/07/2017
BSc	Physics(G)	01/07/2017
BSc	Computer Sc.(G)	01/07/2017
BSc	Maths(G)	01/07/2017
BCom	Accountancy(H)	01/07/2017

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

	Certificate	Diploma Course
Number of Students	24	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Artist in Me	19/04/2018	45
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Geography(H)	37
BA	Geography(G)	1
BSc	Computer Science(H)	4
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained

In order to ensure constant growth of the institution and progress of the students we have put an effective feedback mechanism in place that collects, analyses and implements suggestions from the students to make academic, infrastructural and policy improvements in the college. The outgoing students of UG courses(Honours) are made to compulsorily fill the feedback form. The

names of the students are kept anonymous and confidentiality of the whole process is scrupulously maintained .The feedback is collected from the students in hard copy in a standardized format. The feedback is solicited in academic and nonacademic areas. This feedback is analyzed to develop the road map for the academic year ahead and align the interests of various stakeholders with the institutional interests. Further, departmental level feedback is taken from students to enhance the teaching learning process. The analysis of such feedback is done on an institutional level and in case of any grievance the appropriate department initiates an inquiry and proposes suitable action to be taken by the Principal. . The college has also made many infrastructural improvements to provide bigger, better equipped classrooms to the students and fulfill all necessary requirements of space. Feedback of stakeholders is sought regularly about infrastructure and learning resources for ensuring their satisfaction. Accordingly, continuous review of infrastructure and learning resources is carried out by respective committees and the recommendations are integrated for upgrading, maintaining and utilizing physical, academic and support facilities.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Bengali Honours	67	508	53
BA	English Honours	67	260	48
BA	Sanskrit Honours	37	241	18
BA	Hindi Honours	45	93	38
BA	Santali Honours	25	14	5
BA	Geography Honours	37	243	31
BA	History Honours	31	122	26
BA	Political Science Honours	31	109	22
BA	Philosophy Honours	37	151	20
BSc	Computer Science Honours	45	73	28

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2.2 – Catering to Student Diversity

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

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

			courses	courses	
2017	1640	Nill	44	Nill	Nill

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
44	27	22	2	4	11
[View File of ICT Tools and resources](#)					
[View File of E-resources and techniques used](#)					

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

Mentoring is a continuous process of building a very close knit relationship between teachers and students on multiple levels. The close bond thus created helps the students overcome their hesitations and problems and also motivates them. From the day it was established Mankar College has always been concerned about the involvement and improvement of the students. Mentoring of the students was an all pervasive action. So, the informal way of mentoring has been a part of the history of the college for decades however, the transformation to a formal way of mentoring is very recent. From the 2017-18 session Mankar College adopted the formal way of mentoring. All the Honours teaching departments were brought under this system. The systematic process of mentoring activity was done in the following manner: 1. Each Honours department divided its students into groups and selected one teacher to look after one group of students. 7 to 9 students thus came under one teacher in one semester. 2. For the next succeeding semesters the same teacher would continue as mentors of the same students. 3. The list of mentor and mentee was officially displayed on the college notice board for the newly admitted students. The teaching faculties of Mankar College dedicated continuous efforts to channelize academic progress and psychological well being of their mentees. They closely monitored the attendance and academic progress of students. The psychological issues like – stress, anxiety, fear of failure, marriage issue of female students were intimately dealt with by the respective mentor though the common issues like – economic backwardness, academic performances and result, free mixing of different genders, problems of verbal communication and studying English version books were vigilantly addressed by all the teachers of respective department at every moment of need. At the beginning of 1st semester class, the teachers conducted orientation programme, whereby students were acquainted with the institution, its goals and mission, the facilities available, CBCS structure and the regulations of the affiliating university. Thereafter, heads of the departments scheduled meeting between mentors and mentees (1st Semester) and informed them about the mentoring system existing in the college and notified them about mentor -mentee list. During the ongoing session two or three meetings were arranged to address the common issues with all the students, though special meeting was arranged by individual mentor for economically backward students, slow learners and also to address the psychological problems of the students if any. Apart from this, students were encouraged to participate in sports, cultural activities, cultural competition, creation of wall magazine to cultivate their creative skill and leadership ability.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1640	44	1:37

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
28	21	7	1	6

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

Year of Award	Name of full time teachers	Designation	Name of the award,

	receiving awards from state level, national level, international level		fellowship, received from Government or recognized bodies
Nill	NIL	Nill	NIL
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	CP	Year	31/03/2017	19/06/2017
BCom	CH	Year	29/03/2017	19/06/2017
BSc	SP	Year	31/03/2017	19/06/2017
BSc	SH	Year	29/03/2017	19/06/2017
BA	AP	Year	31/03/2017	19/06/2017
BA	AH	Year	29/03/2017	19/06/2017
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

During the session 2017-2018 Mankar College was affiliated to two different universities. First year students were registered with the University of Burdwan. But students of second and third years were registered with Kazi Nazrul University. The University of Burdwan asked colleges to conduct internal assessment by three modes – class test, assignment and seminar presentation, twice in a semester, for each course. In addition to this students' attendance is to be another component for internal assessment. Again as 2nd and 3rd year students of the college are registered with Kazi Nazrul University their internal assessment was conducted as per instruction from Kazi Nazrul University. ? The programme pattern for 3rd year students is year-based (111) and hence test examination (All papers, each of 100 full marks) was conducted to evaluate the performance and to guide them for the final examination. Even practical examinations were conducted following the pattern of the final examination. Afterwards, the result of the students was published officially and students with low scores were scrutinized department-wise, and such students were notified for guardian call. ? For 2nd year students (3rd and 4th semester) internal assessment was conducted by MCQ, viva and home assignment for each course, as per Kazi Nazrul University guidelines, once in a semester. ? For 1st year students (1st and 2nd Semester) as per Burdwan University directives, internal assessment was conducted mostly by class tests (MCQ). Apart from university guidelines, individual departments initiated quite a few reforms to evaluate the performance of students. These are as follows: 1. Regular class tests were conducted by Departments of English, Hindi, Geography, Computer Science and Mathematics. 2. Mini projects were initiated by Department of Computer Science and Geography. 3. Surprise test was conducted by Department of Mathematics. 4. Department of Sanskrit arranged letter and report writing sessions for students using Devnagari script to evaluate their language skill. 5. Sanskrit department arranged students' seminar for 3rd year students. 6. Practical examinations along with viva have been arranged by the Departments of Computer Science, Mathematics, Physics, Geography, and Physical Education. 7. Majority of departments have conducted viva to assess students' aptitude,

comprehension, and explanation ability.

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

Mankar College frames the academic calendar, taking into account the number of class days and holidays in an academic year as notified by the University of Burdwan, the affiliating university. The rationale of preparing a tentative schedule of dates in advance is to enable the different teaching departments as well as the NSS and the NCC units and the College administration to plan the individual and collective programme and events in a smooth manner. In addition to this, it helps the students to arrange their academic and extracurricular activities accordingly. The steps of preparing academic calendar for the session 2017-18were as follows: 1. A meeting was conducted by Academic Committee on 6/07/2017. The Principal chaired the meeting with all the members of Academic Committee, IQAC Coordinator, all HODs, Coordinator of Internal Assessment Committee, Sports Committee and Cultural Committee present at the meeting. 2. One or two local holidays and the foundation day of the college were added to the list of holidays published by the university. The allocation maintained carefully the total number of teaching days as decided by the University of Burdwan. 3. It deserves mention here that in the academic year 2017-18 Mankar College offered three different courses under two different universities. The first year (semester I Semester II) students followed the CBCS pattern of the University of Burdwan. The second year (Semester III and Semester IV) students followed the CBCS pattern of Kazi Nazrul University. While the 3rd year students followed the 111 pattern of Kazi Nazrul University. As per the instruction from the University of Burdwan, tentative dates of internal assessment (Component 1 and Component 2) for semester I were fixed in second week of September 2017 and last week of November 2017 respectively. Internal assessments of semester III students under Kazi Nazrul University were scheduled to be held in the 4th week of November 2017. The selection test of 3rd year students under Kazi Nazrul University would be arranged in the 2nd week of January 2018. The internal assessments for even semester students would be held only after the completion of odd semester end-term examinations and so would be incorporated into the academic calendar later. 4. The tentative dates of annual sports (1st week of December), annual cultural competitions and cultural programme (2nd week of November) were decided thereafter, keeping in mind the expected dates of university examinations and internal assessments. 5. The prepared academic calendar was then displayed on the college notice board, and posted on the college websites. 6. The university examination dates would have to be incorporated into the academic calendar later after receiving specific examination schedules from the university.

2.6 – Student Performance and Learning Outcomes

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

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

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
MTMH	BSc	Mathematics Honours	11	5	45.45

COSH	BSc	Computer Science Honours	18	10	55.56
PHIH	BA	Philosophy Honours	11	8	72.73
PLSH	BA	Political Science Honours	2	2	100.00
HISH	BA	History Honours	2	2	100.00
GEOH	BA	Geography Honours	22	22	100.00
HINH	BA	Hindi Honours	26	18	69.23
SNSH	BA	Sanskrit Honours	16	13	81.25
ENGH	BA	English Honours	30	14	46.67
BNGH	BA	Bengali Honours	44	39	88.64

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2.7 – Student Satisfaction Survey

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

https://mankarcollege.ac.in/Pdf/Feedback/Feedback%20Report%202017-18.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	NIL	0	0

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Bangla Sahitya O Sanskriti (STATE LEVEL SEMINAR)	Bengali in collaboration with IQAC	21/02/2018
Ten Days Workshop on Spoken Sanskrit	Sanskrit	20/03/2018

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NIL

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year					
Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Bengali	5	2.29
International	English	2	2.29
International	Mathematics	1	Nill
International	Computer Science	1	Nill
[View File](#)			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Computer Science	2
Sanskrit	3
Bengali	1
Hindi	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nill	0	NIL	Nill

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

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

NIL	NIL	NIL	Nill	Nill	Nill	NIL

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	2	5	Nill
Presented papers	7	11	4	Nill
Resource persons	Nill	Nill	1	Nill

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Awareness Rally on AIDS in Mankar Village	NCC Unit	6	71
Sanitation awareness campaigning at Village Panchamahuli	NSSUnits	2	35
Free health check up camp at college campus	NSS in collaboration with Gouridevi Medical College Hospital	2	36
Poster competition on environmental awareness and display of awareness poster	NSS units	2	25
Health and Nutrition awareness campaigning at village Panchamahuli	NSS units	4	30
Seminar on "Role of Nutrition in Healthy Lifestyle Management"	NSS units	26	106
Nukad Nataks on Swachh Bharat Abhiyan and Rally for Awarness at Mankar Hattala More.	NCC Unit	5	86

Tree Plantation in our college campus	NCC Unit	2	30
Observation of National Forest Week by planting watering, manuring and nurturing trees at the college campus	NSS units	6	50
Publication of Annual Wall Magazine of NSS	NSS Units	2	15

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nill

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Regular Student Welfare Programs	College Authority	Seminar to spread awareness against Blue Whale Game	30	125
Welfare Programs for the Mother Village	College Authority	Samabyathi Prakalpa: providing clothes to poor people of the village before winter	30	50
Regular Student Welfare Programs	College Authority along with ABP Gillette	Seminar on Personality Development	20	155
Regular Student Welfare Programs	College Authority	Seminar on "Safe Drive Save Live"	32	145

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Faculty Exchange	Dr. Abhik	No financial	02

Dasgupta, Assistant Professor (Mankar College) and Dr. Milan Mondal, Assistant Professor (MUC Women's College)	support required		

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nill	Nill	0

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
MUC Womens College, Burdwan	30/12/2017	Faculty Exchange: One class taken by Dr. Abhik Dasgupta (Mankar College), one taken by Dr. Milan Mondal (MUC Womens College)	53
Webel Informatics Limited	24/03/2018	Providing Training on Computer Applications	10

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
6525000	6163927

4.1.2 – Details of augmentation in infrastructure facilities during the year

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

during the year (rs. in lakhs)	
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing

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4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	14128	793528	516	58258	14644	851786
Reference Books	274	128226	103	10520	377	138746
e-Books	6988727	Nill	Nill	Nill	6988727	Nill
Journals	6	19989	Nill	Nill	6	19989
e-Journals	6293	Nill	Nill	Nill	6293	Nill
Digital Database	1	Nill	Nill	Nill	1	Nill
CD & Video	16	1000	Nill	Nill	16	1000
Weeding (hard & soft)	104	5918	Nill	Nill	104	5918

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. Abhik DasGupta	Solid Waste Management (CC-10)	College Website	18/01/2018
Amitava Bondyopadhyay	Exception Handling (CC-3)	College Website	18/01/2018
Dr. Arijit Bhattacharyya	TS ELIOT (CC-13)	College Website	18/01/2018
Kunal Kumar Mandal	Cryptographic Algorithms (CC-8)	College Website	18/01/2018

Dr. Mimasha Pandit	Mesopotamian Civilization (CC-2)	College Website	04/08/2017
Pallab Das	Aristotle's Concept of Classical Tragedy (CC-2)	College Website	04/08/2017
Dr. Abhik DasGupta	Hazard Types and Assessment (CC-14)	College Website	18/01/2018

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

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

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	[NIL](#)

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
123000	122654	240000	239275

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

The College ensures the optimal allocation and utilization of the funds for maintenance of infrastructure and purchase of new equipment. The proposal for the same is submitted to the College. The Purchase Committee of the College reviews the proposal, which is further approved by the Principal. The quotations are invited and the equipment is purchased from the vendor with the lowest quote (as per Govt. of India). The record of the equipment is maintained in the stock register. At the end of the financial year, the College carries out an External Financial Audit. The various functions of the College are carried out by the committees constituted by the Teachers' Council. The garden is maintained by Mali. The upkeep of library is done by the Librarian and staffs of library, guided by the Library Committee. The security of the College is maintained by the security guards. A number of CCTV cameras have been

installed to monitor the infrastructure. Physical verification of the laboratory equipment is done every year to ensure the maintenance of laboratories. The Generator, Water Tanks, Motors and R.O System are maintained through the AMC with the respective companies. Computers are also maintained through the AMC with a related company. There is a separate company that takes care of all online systems, guided by the website committee of the college . Fire extinguishers are installed and are checked regularly. A civil contractor has been engaged to undertake construction and maintenance work as when required. It is done by inviting tenders. For electrical maintenance works there are two out-source electricians in the Campus, guided by college's permanent "Electrician cum Care Taker" staff. There is a separate Sport committee for all sport related activities including maintenance of sports ground and sports equipments, gym etc. This particular work is well guided by the Physical Education Department of the college. For plumbing works one out-source plumber have also been engaged, he is also guided by one permanent college's permanent staff. There is one sweeper appointed for the regular cleaning. Twice a day, all the classes and toilet blocks are cleaned. However, in cleaning, minimum acid use policy is followed.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Institutional (Full/Half Free ship)	58	48917.5
Financial Support from Other Sources			
a) National	Swami Vivekananda Merit Cum Means Scholarship, Kanyashree, Oasis, Nirman Karmi	537	7053000
b)International	Nil	Nill	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Basic Course on Preparation of Power Point Presentation	19/03/2018	20	Nil
Advance Course on Excel	09/04/2018	25	Nil
Ten Days Spoken Sanskrit Course	20/03/2018	150	Nil
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2017	NIL	Nill	Nill	Nill	Nill

No file uploaded.

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

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Nil	Nill	Nill	TCS	14	2

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2017	3	B.A. (Hons.)	Hindi	Kurukshetra University, Regional Institute of Education, Mankar Institute of Education & Research	B.Ed.
2017	5	B.A. (Hons.)	Geography	ABS Academy, R.N. Tagore B.Ed. College, Galsi Rabindra Nazrul Institute of Education & J.C. Bose Institute of Education & Research	B.Ed.

2017	4	B.A. (Hons.)	English	J.C.Bose Institute of Education & Research & N.S. Teachers Training College	B.Ed.
2017	1	B.A. (Hons.)	Political Science	The University of Burdwan	M.A. in Political Science
2017	1	B.A. (Hons.)	History	The University of Burdwan	M.A. in History
2017	11	B.A. (Hons.)	Hindi	The University of Burdwan & Visva-Bharati University	M.A. in Hindi
2017	6	B.A. (Hons.)	Geography	Kazi Nazrul University & Netaji Subhas Open University	M.A. in Geography
2017	3	B.A. (Hons.)	English	The University of Burdwan	M.A. in English
2017	1	B.A.(Hons.)	Bengali	The University of Burdwan	M.A. in Bengali
2017	1	B.Sc(Hons.)	Computer Science	Visva-Bharati University	M.Sc. in Computer Science
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
Any Other	7
Any Other	5
Any Other	1
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Exhibition and Competition	Institutional	300

Annual Cultural Competition	Institutional	78
Annual Sports Competition	Institutional	200
Teachers Day	Institutional	180
Independence Day	Institutional	50
Rabindra-Nazrul Jayanti	Institutional	200
International Mother Language Day	Institutional	200
Republic Day	Institutional	50
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	1st Prize (Gold Medal) in XXVII All India G.V. Mavlankar Shooting Championship 2017	National	1	Nill	2578	Bittu Thakur
2017	1st Prize (Gold Medal) in All India Inter Directorate Shooting Competition 2017	National	1	Nill	2578	Bittu Thakur
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Student Union of Mankar College is an elected body of students and always joins hands with faculty members and college administration to ensure the overall development of the college. Student Union organizes different cultural programmes to observe important days such as Netajis Birthday, Republic Day, Rabindra Jayanti, Nazrul Jayanti, Independence Day, Freshers Welcome, Annual Cultural Program, Annual Sports, etc. in college campus. Participation of students in the students' union helps in the development of their organizational skills. Every year students' union organizes Annual College Exhibitions on the college campus. The General Secretary (GS) of the students' union is a member of the governing body of the college. Problems faced by the students are sometimes communicated to the college authority through the

General Secretary of the students' union. The students' union was not formed this academic year (2017-2018) as per the directions of the department of higher education, the government of West Bengal.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Nil

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

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

	towards best interest of students and College.

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

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Library, ICT and Physical Infrastructure / Instrumentation	The library has 15021 books, subscription of 3 magazines and 2 newspapers. Majority of the books are bar coded and can be tracked easily through Online Public Access Catalogue (OPAC). Students have easy access to these resources. Teachers are provided separate login IDs to access INFLIBNET e-journals. Students have restricted access to library printing, scanning and photocopying services. The library archives syllabi and university question papers of the University of Burdwan. There are over 16 CDs of various books available in the library. Digital reference Services are used to address varied queries of the students and the faculties alike.
Research and Development	Within the rules of UGC, study leave with full remuneration is provided to staff for PhD, postdoctoral research work, duty leave is granted for attending workshops and training programmes. Teachers of the college are encouraged to attend conferences and seminars and undertake research projects. The college has an Academic Research Cell (ARC) to encourage and support the faculty to take research projects. This cell performs the following major functions:- Encouraging interdisciplinary research, Motivating the faculty of each department to publish articles, Monitoring the progress of projects sanctioned to the college.
Examination and Evaluation	Students are informed about the distribution of marks of internal assessment on orientation day and in classes. Departments hold regular meetings to engineer regular class tests (an initiative taken by the college for effective evaluation). Attendance and internal assessment marks are discussed with students. Principal personally discusses it with guardians for performance upgradation of weak students. Teachers compulsorily

	fill a detailed form of the University of Burdwan for inclusion in the university examiner list. The centralized evaluation schedule of the university is communicated to the teachers. It is mandatory for all faculty members to participate in the central evaluation process.
Teaching and Learning	• Projectors are available in the Geography department, Computer Science Department, an Audio-Visual room and a common Net laboratory which is used by all the departments. • WiFi is available across the college campus. • Teaching is supplemented with workshops, educational tours, laboratory visits, field trips (Geography Department). • Twice every semester departmental meetings are held to discuss the syllabus, internal assessment and the progression of each teacher mid semester. • The Teachers Council discuss semester result to identify weak areas and take corrective actions. • Feed-back system for assessment of teachers by the students • Students are allotted to various teacher mentor for academic benefit.
Curriculum Development	College follows the syllabi designed by the University of Burdwan. Few of the faculty members are part of the Board of Studies.
Human Resource Management	Utmost care is taken to manage the biggest asset of the college, human resource. Personal files and data are well recorded and maintained. The college has computerized account keeping and administrative system. Pay-slips and PF statements of employees are transmitted electronically. The superannuation benefits are also provided promptly. Festival Bonus is provided to the NTS (Non-Teaching Staffs) prior to Durga Puja and Eid. All leave rules as per the University of Burdwan statutes are adhered to. The authorities have an open door policy to listen to grievances and problems of employees and efforts are made to redress the same promptly.
Industry Interaction / Collaboration	• Personality Development seminar (14.03.2018) in collaboration with ABP and Gilette Team. • State sponsored seminar on Safe Drive, Save Live (22.03.2018). • A workshop on art and craft (12 classes held beginning from

19.04.2018) in collaboration with Pidilite Industries Ltd. • Computer Application (Basic) Course in collaboration with Webel inaugurated on 19.04.2018 for the students. • Lecture on Female Foeticide on 21.05.2018 (speaker: Dr Atraye Chakraborty, ACMOH). • Observation of World Yoga Day on 21.06.2018 with Patanjali Yoga Samiti, Durgapur. • Upgradation of college ground to State Level standards for the students of the Physical education Department.

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

E-governace area	Details
Planning and Development	Timetable and academic calendar are planned at the beginning of the session. Academic calendar is uploaded on the website.
Administration	Student data is maintained online. Computer Age Management Service is being used for recording and maintaining the student data. Service record of teaching and non teaching staff is maintained.
Finance and Accounts	Financial accountability and transparency of both the teaching and the non-teaching staffs of the college is maintained through the Integrated Financial Management System or WBIFMS of the West Bengal Government.
Examination	Examination forms are filled online .
Student Admission and Support	E governance has been put to use to support the students in their process of registration and admission. The entire process is carried out online including the process of subject selection under the new CBCS system. Even the process of fee deposit required for admission is managed online to keep the experience of the newcomers smooth and hassle-free.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017	NIL	NIL	NIL	Nill
2018	NIL	NIL	NIL	Nill
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	Hands-on workshop on WBIFMS portal	NIL	13/12/2017	16/12/2017	Nill	3

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Short Term Course	1	12/03/2018	23/03/2018	12
Training Programme	1	07/05/2018	18/05/2018	12

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	1	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Following welfare schemes and facilities are provided to teaching and non- teaching staff of the college: i) Academic Facilities: staff room with Wi- Fi facility and e- resources are available for the employees. ii) Leaves: Leave rules of the University are adhered to and employees are granted leave as per their entitlement. iii) Thrift and credit society: A cooperative thrift and credit society managed by the staff is successfully running in the college.	Following welfare schemes and facilities are provided to teaching and non- teaching staff of the college: i) Academic Facilities: staff room with Wi- Fi facility and e- resources are available for the employees. ii) Leaves: Leave rules of the University are adhered to and employees are granted leave as per their entitlement. iii) Thrift and credit society: A cooperative thrift and credit society managed by the staff is successfully running in the college.	Academics: i) Remedial classes, career counselling, mentoring class and spoken English classes are organized from time to time. ii) College library has a total of 15021 books related to diverse disciplines and subjects. The library subscribes to periodicals, popular magazines , encyclopaedia and newspapers . iii) The college has a fee concession committee comprising of faculty members which recommends and ensures timely implementation of fee

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

6.4 – Financial Management and Resource Mobilization

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

College regularly conducts financial audit. The external financial audit is conducted by empaneled auditors recommended by Department of Higher Education, Govt. of West Bengal in accordance with auditing standards accepted in India.

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

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

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6.4.3 – Total corpus fund generated

4593744

6.5 – Internal Quality Assurance System

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

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

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

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

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

1. Hands-on workshop on WBIFMS portal by Mr. Sagar Malik from 13/12/2017 to 16/12/2017 and attended by 3 NTS of the College. 2. Encouraged to participate the sports in the college. 3. Granted permission to attend seminar organized by the college.

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

1. Grant of rupees 15000000 received from the department of Higher Education, Government of West Bengal. 2. Initiative taken for getting RUSA grant for infrastructural development. 3. Introduction of new courses in Nutrition (hons) and Chemistry (Gen).

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Orientation of 1st Semester students	03/08/2017	03/08/2017	03/08/2017	255

Year		Period from	Period To		Number of Participants
	regarding CBCS syllabus and rules regulations of the institution				
2017	Orientation of 1stSemester students regarding CBCS syllabus and rules regulations of the institution	04/08/2017	04/08/2017	04/08/2017	262
2018	Seminar organized by Department of Bengali in collaboration with IQAC	21/02/2018	21/02/2018	21/02/2018	130
2018	Submission of AISHE Report of 2017-18	03/03/2018	Nill	Nill	Nill
2018	Academic Mentoring for the students of General course of 2nd Semester	12/03/2018	12/03/2018	12/03/2018	126
2018	Academic Mentoring for the students of General course of 2nd Semester	13/03/2018	13/03/2018	13/03/2018	128
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male

Poster Competition – "Social Awareness on Gender Issues"	08/03/2018	08/03/2018	14	10
Seminar on Female Foeticide In collaboration with Department of Health, Govt. of West Bengal	21/05/2018	21/05/2018	70	50

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

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

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Scribes for examination	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	Nill	1	12/01/2018	1	Youth Rally	Spreading the teachings of Swami Vivekananda	124
2018	Nill	1	21/02/2018	1	Cultural Program to celebrate Internati	Spreading solidarity among students of	200

					onal Mother -Language Day	different languages	
2018	1	Nill	22/03/2018	1	Seminar – "Safe Drive Safe Life"	Spreading traffic awareness among students	140

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

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Teachers, Nonteaching Staff members and Administration	01/07/2017	Although the date is written here 1 July 2017 as other date is not being possible to record due to the limitation of this web portal, it is to be remembered that this institution has long been cherishing this ethos. The Institute encourages higher education in fair, scientific and equitable manner. Women's rights, well-being, safety of students, communal amity, brotherhood, humanitarian values are prior concerns of the institution. Values spread by Mahatma Gandhi, Rabindranath Tagore, Swami Vivekananda guide us to reach the goals. The teachers and staff are advised to maintain proper balance between professionalism and emotional attachment as our job demands both.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day	15/08/2017	15/08/2017	50
Foundation Day and Birth anniversary of Ishwar Chandra Vidyasagar	26/09/2017	26/09/2017	70
Republic Day	26/01/2018	26/01/2018	50
View File			

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

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

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Title of the Practice: Emphasis on Physical Education and Participation in Sports Activities: Mankar College has always kept faith in the traditional teachings of the great teachers and philosophers. It believes that students must be engaged in sports for their own benefit. It makes them healthy and teaches them team spirit, bonding and focusing on the goal. Also, it helps them to continue the legacy of the great sportsmen and athletes of the nation. The college believes that traditional bookish education is not the only way to prove and establish oneself. One may establish oneself as a sportsperson, like Karnam Malleswari or P.T.Usha. Even it may fetch him/ her a good job at a reputed organisation. Thus, the college encourages sports and physical education among the students. We are organising annual sports on regular basis. We are participating in inter-college, district level, state level and national sports and athletics events on regular basis. Dedicated sports instructors are regularly involved in honing the sports and athletic skills of the students. Physical Education has been introduced as a subject in the college. The teachers even train the students outside the college hour if needed. The college also tries to look after the other needs of the athletes so that they can concentrate on their activities wholeheartedly. In the 2017-18 session Mankar College has achieved the summit position in Inter College District Championship (DPI) in the men's section. In the same session, the college has won the Inter-College Kabaddi Tournament (B.U) in the men's section. Six athletes including two female athletes have achieved positions inter-college and district level meets in the 2017-18 session. They have received 17 medals among which there are 7 golds. Partha Das, our student, has participated in the long jump in the All India Inter-University Athletics Meet in the 2017-18 session. But it is always better to have more skilful faculties to train the students properly. Proper provisions for financial aids and scholarships are also needed to support them so that they do not discontinue after lighting the candle of hope, in them and in us. 2. Title of the Practice: Gradual Digitalisation of Admission Procedure, Student Management and Library: UGC and the Central Government have advised embracing the online admission system to avoid unwanted faults and outside intervention. Worldwide proper digital resources allocation is at its peak nowadays. And proper management of resources is a mandatory quality for the smooth running of any institution. Keeping these in mind the college has decided to encourage this practice for the smooth management of the institution and its resources – both academic and administrative, as well as human. Keeping this in mind the college has introduced certain practices. We have made our admission process online, which is managed by neutral outsourcing agencies. The library is well connected with the web and worldwide e-resources through the OPAC software system. Students are the most important resources for the college. So, we have introduced CAM, which is a computer-operated online student management system. Certain outcomes suggest the progress of the practice. The admission process has become smooth, swift, free of discrepancies and neutral. Eligible students are getting admission without hazards. Students have access to a vast sea of academic resources through the library and accessing the library has become easier for them as well as for the faculty. Data regarding students are preserved and used when needed. The hazard of finding them manually has been reduced almost completely. But with the progress of the College, the number of students is

increasing considerably in every academic session. Therefore, more trained staff are required to manage it, with more computers and other required setups, which means provision for more fund allocation. The college is looking forward to the Government and UGC for solutions.

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

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

7.3 – Institutional Distinctiveness

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

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

Provide the weblink of the institution

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

8.Future Plans of Actions for Next Academic Year

Academic mentoring of the students is considered to be an important process of teaching learning evaluation and mapping of learning outcome. To fulfill this and as a continuation of mentoring of the current session 3rd and 4th semester honours students will be treated as mentee under the supervision of the faculties of concerned departments. Plans are there to fully develop the laboratories of two newly introduced departments of Nutrition and Chemistry according to the requirement of present curriculum. A MOU has been signed with M.U.C Women's

College regarding faculty exchange programme with Mankar college, laboratory visit and sharing of virtual classroom. All these programmes are expected to be successful in the coming session. As requisitions for filling up of all teaching and non-teaching posts have been submitted to competent authority, these vacancies are expected to be filled up in the next session which will help in smooth running of academics and administration. The Department of Higher Education, Govt. of West Bengal has already released a grant of Rs. 1,50,00,000. With this grant construction of new Annex building has already been started. It is expected the construction will progress a lot in the next session. The grant of RUSA is expected to be released in the coming session which can be utilized for development of library of 7200 sq. ft on the first floor of Annex building. The RUSA grant will also be utilized to construct separate multi gym for boys and girls, for upgradation of playground and purchase of sports and games related equipment and kits. All these academic, administrative and infrastructural developments are planned for the next session.