



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>		<b>Mankar College</b>
• Name of the Head of the institution	<b>Dr. Sukanta Bhattacharyya</b>	
• Designation	<b>Principal</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>9475738113</b>	
• Mobile No:	<b>9609635334</b>	
• Registered e-mail	<b>principal@mankarcollege.ac.in</b>	
• Alternate e-mail	<b>iqac@mankarcollege.ac.in</b>	
• Address	<b>Bhatkunda Highway, Mankar</b>	
• City/Town	<b>Mankar</b>	
• State/UT	<b>West Bengal</b>	
• Pin Code	<b>713144</b>	
<b>2.Institutional status</b>		
• Type of Institution	<b>Co-education</b>	
• Location	<b>Rural</b>	
• Financial Status	<b>Grants-in aid</b>	

• Name of the Affiliating University	The University of Burdwan
• Name of the IQAC Coordinator	Dr. Srabanti Ghosh
• Phone No.	9433856399
• Alternate phone No.	9475738113
• Mobile	9609635334
• IQAC e-mail address	iqac@mankarcollege.ac.in
• Alternate e-mail address	iqac@mankarcollege.ac.in
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://mankarcollege.ac.in/Pdf/AQAR/AQAR_2019-20.pdf">https://mankarcollege.ac.in/Pdf/AQAR/AQAR_2019-20.pdf</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="https://mankarcollege.ac.in/Pdf/Academic-calendar/2021-2022.pdf">https://mankarcollege.ac.in/Pdf/Academic-calendar/2021-2022.pdf</a>

**5.Accreditation Details**

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

**6.Date of Establishment of IQAC**

02/12/2009

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional 1	RUSA 2.0 (component 9)	RUSA, Govt. of West Bengal	2020 365	50,000,00

**8.Whether composition of IQAC as per latest NAAC guidelines**

Yes

- Upload latest notification of formation of IQAC

[View File](#)

<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>
<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>	<b>Yes</b>
<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>	<b>No</b>
<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. Recommended to open Netaji Research Centre and Museum on Bengal's Social and Cultural Life 2. Organized webinar on "Role of Guidance and Career Counselling in the Perspective of Present Pandemic Situation of Covid-19", "Intellectual Property Rights in Higher Educational Institutions" and "Values in Higher Educational Institutions". IQAC also collaborated with NSS and Netaji Research Centre to organize webinar. 3. Submission of AQAR 2017-18,2018-19, &amp; 2019-20. 4. Submission of NIRF data 5. Submission of AISHE data</p>	
<b>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</b>	
<b>Plan of Action</b>	<b>Achievements/Outcomes</b>
<ul style="list-style-type: none"> <li>Planned to prepare AQAR of the previous session for submission.</li> <li>Planned to complete renovation and upgradation of main academic building utilizing RUSA grant.</li> <li>It has been decided to conduct workshop, seminar under Career Guidance Cell. IQAC also planned to organize seminar.</li> <li>Resolved to fill the vacant non teaching posts.</li> <li>Resolved to construct rain water harvesting structure and liquid waste recycling structure.</li> <li>Decided to complete</li> </ul>	<ul style="list-style-type: none"> <li>AQAR of 2017-18, 2018-19 &amp; 2019-20 has been submitted.</li> <li>Renovation and upgradation work of main building has been completed with the fund of RUSA 2.0 under component 9.</li> <li>Three non teaching posts have been filled up which will help the smooth running of the administration.</li> <li>Career Guidance Cell organized webinar and workshop individually and in collaboration with computer Science Department.</li> <li>IQAC</li> </ul>

<p>Green audit of the college campus.</p> <ul style="list-style-type: none"> <li>• Resolved to complete internal academic audit of all departments</li> <li>• Resolved to purchase sanitary napkin vending machine for girls' common room</li> <li>• Planned to submit NIRF and AISHE data for 2020-21 session.</li> <li>• Planned to open Centre and Museum on Bengal's Social and Cultural Life.</li> </ul>	<p>organized webinar on "Role of Guidance and Career Counselling in the Perspective of Present Pandemic Situation of Covid-19", "Intellectual Property Rights in Higher Educational Institutions" and "Values in Higher Educational Institutions".</p> <ul style="list-style-type: none"> <li>• Rain water harvesting structure has been constructed in Annex building. Construction for liquid waste recycling has been completed. Recycled water will be used in gardening.</li> <li>• Green audit has been done by competent external auditor.</li> <li>• Netaji Research Centre started its activity and organized webinar in collaboration with IQAC.</li> <li>• Internal academic audit of all departments has been approved by The University of Burdwan.</li> <li>• Sanitary vending machine was purchased for the girls' common room to meet their demand.</li> <li>• AISHE and NIRF data of the college have been submitted for the session 2020-21.</li> <li>• Two new laboratories - one computer network lab. and one Physics lab were established.</li> </ul>
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<b>13. Whether the AQAR was placed before statutory body?</b>	Yes
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<ul style="list-style-type: none"> <li>• Name of the statutory body</li> </ul>
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Name	Date of meeting(s)
Governing Body, Mankar College	16/12/2021

<b>14. Whether institutional data submitted to AISHE</b>
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Year	Date of Submission
2020-21	23/02/2022

**15.Multidisciplinary / interdisciplinary****16.Academic bank of credits (ABC):****17.Skill development:****18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)****19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):****20.Distance education/online education:****Extended Profile****1.Programme**

1.1

30

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

2668

Number of students during the year

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

2.2	618
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	476
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	90
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	93
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	41
Total number of Classrooms and Seminar halls	
4.2	7043139
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	90
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The Institution ensures effective curriculum delivery by following the academic calendar provided by The University of Burdwan, Burdwan. The academic Committee analyses the needs of the students before the commencement of every semester and plans the curriculum as prescribed by The University of Burdwan, in such a way that it includes different activities related to the designed syllabus. The head of every department submits a workload statement at the beginning of every semester, over which the general time-table is prepared. Accordingly, each department prepares its own teaching plan allotting term-wise topics to be taught within the stipulated time, and through a series of interactive activities like classroom teaching, group discussions, power point presentations, quiz, academic tests, etc. The students of practical based courses are being given practical insight into the curriculum that helps them to develop their higher order cognitive skills, such as critical analysis, problem solving, evaluation and synthesis. The periodic tutorial / class test / internal examinations are conducted in order to assess the understanding of the students. The examination results are reviewed and the weaker students are taught again in extra classes. Teachers put in all efforts to ensure quality and enhance academic growth. Practical, theoretical, viva examinations, assignments, group discussion, seminars are conducted to judge the understanding of the students. The new examination pattern introduced by affiliating university is being strictly adopted by the college. The curriculum is enriched by participation of our teachers in Board of Studies, Meetings, Seminars, workshop, Conferences organized by affiliating university (The University of Burdwan) from time to time. The effective delivery of the curriculum includes a wide variety of steps like work culture, supervision and revision through periodic TC meetings with the principal and faculty. To prepare a planned work schedule with a consideration of due weightage for each paper and number of hours allotted as per University guidelines. The college updates the library with books of the changed syllabi every year. All the laboratories are upgraded annually as per requirement of the curriculum. Educational tours, field visit and industrial visits are organized to provide practical exposure to the students. Seminars, debates, quiz competitions and workshops are being organized. Skill-oriented workshops/courses are

offered to the students by the career guidance cell for enhancing their skills and access to jobs in national/international job markets.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://mankarcollege.ac.in/Academic-calendar.aspx">https://mankarcollege.ac.in/Academic-calendar.aspx</a>

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

The institute is affiliated to The University of Burdwan and implements the curriculum prepared by The University of Burdwan. The institute has developed a structured and documented process for implementing the curriculum. Before the commencement of the semester, the academic committee with the help of all HOD's prepares an academic calendar based on the calendar prepared by the affiliating University. This academic calendar includes the tentative schedule for internal examinations, seminars, workshops, expert talks, add-on programs and other co curricular and extra-curricular activities. HODs prepares the class timetable, and course plan for the semester. The course plan containing class timetable, semester calendar and syllabus is given to all the students. As a part of student mentoring concern faculty meets the students after the last University examination, reviews the semester completed, and discusses with them about the next semester. They incorporate the suggestions and prepare the course plan and distributes them to the students. Faculty members revise the COs of their courses, and prepare/update their lecture materials. The syllabus is enriched by adding contents beyond syllabus, to ensure achievement of the COs. Faculty members also prepare assignments in advance. Resources like relevant websites and e-resources are made available for advanced learners. IQAC periodically monitors the coverage of syllabus, quality of question papers and assignments, preparation of answer schemes, progress of the lab sessions, etc.



File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://mankarcollege.ac.in/Academic-calendar.aspx">https://mankarcollege.ac.in/Academic-calendar.aspx</a>

**1.1.3 - Teachers of the Institution participate in A. All of the above 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**

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**

30

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)

1

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

97

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

97

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

Courses offered in the college integrate issues related to gender, environment and sustainability, human values and professional ethics. Issues related with environment and sustainability are integrated into courses of Environmental studies and Geography. Courses that teach human values in its curricula are Political science, Commerce, English. Professional ethics are integrated in the courses of English and Commerce subjects. Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Co curricular and Extracurricular Activities also. N.S.S. promotes environmental protection through tree plantation and other sustainable development programs. Every year N.S.S. units undertake a host of activities in

the nearby vicinity and in the adopted villages. N.S.S. organizes various environment related programs including tree plantation, village cleanliness, cleaning of rivers, plastic free drive, poster competition, etc. Various activities like quiz and poster competitions, invited talks are organized to create awareness about nature, biodiversity, environment and sustainability. World Environment Day, N.S.S. Day, etc are organized in the college every year. The college has taken active participation in Swachh Bharat Abhiyan started by the government. The college takes efforts for integration of ethical and human values through extra-curricular activities also. Programs conducted under N. S. S., N.C.C and different departments help to inculcate human values among students. For example Political Science department observes Constitution day , Computer Science Department observes Data Privacy day etc. National festivals like Independence Day and Republic Day celebration serve as a platform to enliven patriotic and moral values. Different social activities have been initiated by the college like Road Safety Campaign, Blood Donation camps, etc are organized from time to time. Major gender issues are focused and addressed through different activities(seminar, workshop) in the college.

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

4

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

89

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**

**B. Any 3 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

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://mankarcollege.ac.in/Students-feedback.aspx">https://mankarcollege.ac.in/Students-feedback.aspx</a>

### TEACHING-LEARNING AND EVALUATION

#### 2.1 - Student Enrollment and Profile

##### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

1379

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

421

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

#### 2.2 - Catering to Student Diversity

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

Mankar College is endowed with students of variable learning capabilities and socio-economic backgrounds. Being located in rural

areas and populated with economically and socially backward classes, students are mostly 1st or 2nd generation learners. The college is conscious of this and accordingly takes requisite endeavours to facilitate the learning outcomes for all the students. It has initiated some general steps on regular and continuous basis:

1. To provide equal opportunities and understanding of the concerned discipline, teachers teach through regional language and also in English.
2. The learning content is discussed repeatedly in classes unless and until it seems clear to all students. To facilitate it, audio-video aids and ICT tools are used during classroom teachings.
3. Peer learning is encouraged where advanced students help other students to overcome their problems during off periods, especially for practical-based subjects.
4. The backward students are encouraged to participate in the participatory learning process (seminar presentation, poster presentation, stall preparation, and group discussion etc.) and it is made compulsory for all.
5. During the pandemic online classes were held for all the students, videos of such online classes have been made available to students by a few departments.
6. The students expertises in extra-curricular activities (Cultural activities, wall magazines, sports etc) are encouraged to participate in intra-college as well as inter-college and district level competitions. It nurtures their creative skill, confidence level and leadership ability and eventually boosts up their academic performance indirectly and helps them also in the long run.

#### Special Initiation/Programmes

An integrated approach has been adopted in the college and accordingly, step-wise attempts have been made:

##### a) Selection of slow and advanced learners:

The selection or identification of slow and advanced learners is done in the beginning of odd semesters, about one or one and a half months after the beginning of classes. The students have been assessed by three criteria: (1) Marks scored in last appeared examination, (2) Teachers' evaluation of students' class performances, class interaction, merits, and critical thinking and (3) mentor recommendation or evaluation Based on these three composite scores has been derived and with pre-decided benchmark of

score slow and advance learners have been identified.

b) Programme for slow learners and advanced learners

The table represents different programmes taken for slow learners and advanced learners:

TYPES OF LEARNERS

TYPES OF CLASSES

DESCRIPTIONS

BENEFICIARY

Slow Learners

Bridge Class:

The Classes connect students' previous courses and the course students want to continue.

Applicable for all students, especially for slow learners. Classes are taken by all the departments.

Doubt Clearing Class:

Doubt-clearing classes are held to remove the pre-examination jitters of students to a great extent.

Applicable for those who have doubts regarding their studies, especially for the slow learners. Classes are taken by all the departments.

Special Classes for Slow Learners:

Students with a common inability to understand their study materials and deficiency in skillful tasks are identified and classes are arranged for them.

Only for Slow learners. They are given home tasks for rigorous practice. Department of History and Department of Mathematics arranged special classes.

Advanced Learners

**Classes for enrollment in master degree/Jobs**

Preparation for admission test/interview. Several E-links have been suggested to the students to help them gain an in-depth knowledge of the subject.

For advanced students or willing students of final year. The majority of departments arranged special classes for the students considering their admission to higher studies and future jobs.

**Solution of problems at advanced level**

Several problem-based exercises are given to the students to enhance their skill and intelligence level.

For advanced students. Department of Computer Science initiated such programmes by assigning tasks of website development.

**Advance/Upgraded studies and provision of study materials**

Several E-links, advanced course materials have been suggested to the students to help them gain an in-depth knowledge of the subject.

For advanced students. Department of Bengali, English, Geography, and Nutrition provided additional materials/videos for advanced studies.

**Critical writing**

For evaluating or for encouraging thinking procedures, assignments of review writing are offered by humanities and social science departments.

For advanced students or willing students. Department of English and Hindi made engage students in such activities.

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

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



Number of Students	Number of Teachers
2393	91

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

### Student Centric learning

To facilitate students' learning procedures and to make it more effective and applicable, Mankar College adopted student-centric learning activities within all respective disciplines. During the period of lockdown due to the Covid pandemic, it was difficult to execute effective students centric pedagogical techniques through online mode, but in spite of that Mankar College has made continuous efforts to explore students' potentiality and their level of comprehension. The following table represents different techniques of student-centric learning and activities of respective departments for the session 2020-21:

#### Methods

#### Techniques Used

#### Departmental Activity

#### Experimental Learning

#### Micro Project

Adopted by Department of Geography through Disaster Management project and Department of Chemistry for preparing sanitizer during the pandemic.

#### Group Project

Adopted by the Department of Geography through organic compost making in the context of solid waste management. In addition to this, departments of Computer Science, Commerce assigned group projects for 6th-semester students on the paper DSE IV. The same

attempt has been made by the Department of Mathematics for 6th-semester students on the paper DSE III. Bengali PG department initiated group-based project by providing assignments for 4th-semester students.

#### Internship

Adopted by the Department of Computer Science to enable the students to gain practical experience in the industry and to develop skills for their upcoming professional career. In addition to this, all students were being encouraged to join internshala (internshala.com), offered by University Relation in collaboration with AICTE. During this session, a total of 215 students enrolled in this portal. Mankar college received a rank certificate from Internshala for the year 2021.

#### Field Visit

Adopted by Department of Geography for the paper Research Methodology. The field visit gives the students the opportunity of experience-based learning.

#### Participatory Learning

#### Group Discussion

Adopted by Department of History, Sanskrit, Hindi, Philosophy, and Political Science on various topics.

#### Seminar Presentation

Adopted by Department of Geography. They arranged three PowerPoint seminar presentations and students of all three semesters participated through Google meet and they presented individual seminars on different topics. The department of Computer Science arranged PowerPoint presentation on group project for 6th-semester students. The same attempt has been made by the department of Mathematics for 6th semester students.

#### Poster Presentation

On the occasion of World Soil Day, students of 5th semester presented series of posters on soil conservation techniques.

#### Oral Presentation

Arranged by the department of Sanskrit on "Gadya Sahitya".

#### Debate Competition

On the occasion of World Soil Day, students of 5th semester from different disciplines participated in online debate competition on "Whether our Mother Earth Recover during the LockDown period?". The programme was arranged by the Department of Geography.

#### Movie screening and review

Organized by department of English, Department of Bengali and department of Hindi. In connection to this, department of Bengali assigned a task of reviewing on Bengali novel "Ganodebota" as well as on Ganodebota film, adapted from the same novel.

#### Digital Magazine

Digital magazine has been brought out by the students of 4th and 6th semester of the department of Geography on World Environment day. Department of computer science published their magazine on "I Deserve" in collaboration with Science Club, Mankar College.

#### Problem Solving Learning

##### Assignments

Problem-based home assignment has been given by the majority of departments.

##### Quiz

Topic-based quiz has been arranged by the Department of Computer Science, Department of History and Department of Geography.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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 academic session 2020-21 has adversely been affected by the Covid pandemic and during this period all kinds of academic activities have been shifted to online and digital mode. The college has prioritized the use of ITC tools in teaching-learning process and preparation of e-content has been emphasized. However, an attempt was already taken to establish a studio for making audio-video-based e-content along with e-learning management system.

The role of ITC in teaching-learning process boosts the students' ability of comprehension and analytical power. The faculties of Mankar College have given continuous effort to it and during pandemic, period faculties left no stones unturned to promote the online-based learning process throughout the session. The following heads highlight the different endeavours made by faculties during this session:

#### 1. Online Class:

All faculties of the college have taken online classes through different platforms. Initially, it begun with Zoom and Skype, later it was shifted to Google meet with G-Suite accounts. College registered numerous G-suite accounts with its own domain (mankarcollege.ac.in) and all teachers were provided personal G-suite accounts through which they recorded many of their classes and used jam board positively.

#### 2. Use of PPT:

Faculties of several departments used PowerPoint presentations in their classrooms; however, departments like Geography, Computer Science, English, and History make use of ppt while taking classes at offline mode also.

#### 3. Adoption of LMS:

LMS (Learning Management System) is a very useful tool in the contemporary teaching-learning process and many departments (Departments of Geography, English, Computer Science, Mathematics and Physics etc.) of the college adopted LMS through Google Classroom, Canvas etc. Through this system, faculties shared their e-materials and at the same time, they gave assignments and took several online examinations.

#### 4. Use of Interactive Learning Platforms:

Several interactive teaching-learning platforms like - Quizizz, Podcast, Spotify, H5P were used by several departments like - Bengali, English, Geography for making the class interactive and interesting.

#### 5. Presentation of Documentary:

Departments of Bengali, English, and History presented documentary films for the convenience of their students and made the relevant topics of the curriculum interesting and comprehensible.

#### 6. Training for E-content Development and Online Teaching:

Faculties of several departments participated in online FDP relating to training on e-content development, MOOCS; wherein they got initial idea and expertise on four quadrant-based e-content. In addition to this use of several platforms like LMS (Google classroom, Edmodo), Google forms, interactive learning, YouTube channels etc. were part of those training programmes, wherein faculties got fundamental ideas and hands-on training. The college took initiatives to train faculties on e-content development and regarding this college-sponsored few of its faculties to receive training on the course "E-Content Development", organized by St. Ann's College, Assam on and from 07.06.2021 to 12.06.2021.

#### 7. Development of E-Content:

Many faculties of several departments prepared e-content on their respective topics and uploaded four quadrants of the topics at 'E-GyanUdyog' (<https://mankarcollege.ac.in/E-gyan.aspx>), which is college's own e-content repository available at the college's website.

#### 8. References of E-Content through different web-based portal:

The students were given several references of e-link relating to their courses on E-PG Pathshala, N LIST by all departments. It helps them to get up-to-date knowledge during the pandemic period as students had no physical access to the college library.

#### 9. Use of ICT in Others Aspects:

With the help of ICT, the college initiated several extracurricular activities, like -cultural competitions, quiz, cultural programmes, feedback collection and selection of CBCS subjects. Regarding this college administration, different subcommittees, departments, NSS

and NCC units, departmental add-on courses used Google meet, Google forms to continue college's day-to-day activities, different departmental meetings, which would have been halted due to the pandemic.

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	Nil

### 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

90

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	<a href="#">View File</a>
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

90

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

14

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

782.89

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.

Mankar College, being affiliated to the University of Burdwan follows the guidelines of internal assessment notified by the university. This includes the following important features:

1. Suggested modes of internal assessment: Class test, assignment and seminar presentation.
2. Internal Assessment of each course will consist of C1, C2 and C3. The first component (C1) of assessment shall be arranged during the first two months of each semester. The second component (C2) of assessment shall be arranged within the next two months of the first component for each semester. Component three (C3) will consist of students' attendance.

Internal assessment is conducted by internal assessment committee. The committee frames schedule of assessment subject-wise and paper-wise after discussion with principal and all HoDs. Thereafter, the students are informed about the modalities of assessment in advance (suggested modes by university). The results of the test are kept confidential as per norms by the university. This process is done twice for each semester.

In addition to this, several students' centric internal evaluation methods have been initiated by different departments to support the idea of continuous evaluation. The individual departments initiate various modes of internal assessment to evaluate the performance of students and their performances have been judged by the respective departments. After the evaluation the results are disclosed to the students and proper suggestions, rectifications are made available for them. Regarding this, the important attempts for the session 2020-21 are as follows:

1. Regular class tests were taken by Departments of Bengali, Geography, Chemistry, Nutrition and Mathematics.
2. Mini projects were initiated by the Departments of Geography and Computer Science.
3. Department of Mathematics, Geography, Computer Science arranged online Power point presentation for 5th and 6th Semester Honours Students.
4. Surprise tests were conducted by Departments of English, Mathematics, Nutrition and Chemistry.
5. Department of Sanskrit arranged letter writing and report writing sessions for students (3rd Semesters) in Devnagari and Brahmi scripts to evaluate their language skill.
6. Practical examinations along with viva were arranged by Departments of Geography, Computer, Mathematics, Nutrition, Physics, Chemistry and Physical education.
7. Many departments conducted viva-voce to study and understand students' aptitude, especially during lockdown session.
8. Department of Geography, Nutrition and Chemistry initiated online mock test to facilitate students for online examination during pandemic through Google classroom.
9. Online Google form quizee by the departments of Bengali, English, Geography, History, Computer Science and Mathematics during lockdown period.



File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Mankar College maintains a fair impartial and transparent Internal Assessment system. It is looked after by an Internal Assessment Committee. In session 2021-22, all internal assessment examinations were taken through online mode and no grievance has been recorded from the end of the students. However, the teachers of the college evaluate the mechanism of internal examination several times to effectively deal with the difficulties and limitations of the existing practice.

Though there was no grievance recorded in the session, the college Internal Assessment Committee has an existing mechanism for dealing with the grievance of the students if there is any. The procedure is as follows:

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

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

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

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

The teaching faculties of the college participated actively in formulation of Course Outcomes and Programme Outcomes (COPO). Initially IQAC, Mankar College arranged a meeting to provide general guidelines for preparing COPO and deliberated on aims and objectives of COPO. Thereafter, all departmental HODs were instructed by the College Principal for organizing departmental meeting to formulate COPO. The next step dissemination of duties for preparing COPO was decided at departmental meetings. Each Department appointed one teacher in-charge for all respective papers considering their specialization and area of interest. Afterwards, teachers formulated list of COPO and presented it in another departmental meeting to finalize it. With modification and corrections, final draft of COPO was prepared and submitted to the coordinator, IQAC.

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

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://mankarcollege.ac.in/Co-po.aspx">https://mankarcollege.ac.in/Co-po.aspx</a>
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

Mankar College adopted course outcomes and programme outcomes

approach and accordingly calculation of attainment has been done in the session 2020-21. The steps are as follows:

1. In the beginning of every semester, individual department will set the target on the basis of the previous performance. Course outcomes are measured based on the individual marks obtained by the students against the maximum marks.
2. Target of POs is set for the coming academic year based on the previous year academic performances and nature of programme outcomes.
3. Thereafter, Course Outcomes of individual courses have been calculated considering the student performance in the internal and University examination. If students can't achieve the desired attainment level in their internal examinations, special attentions have been given by taking remedial classes.
4. Then, attainment level has been measured in terms of percentage of student getting a set percentage of marks for individual courses. The bench mark of set percentage has been decided on the basis of students' performance of previous years and nature of the courses.
5. The attainment values in respect to individual courses have been assigned into COPO matrix and thereafter average attainment values of Pos have been derived by averaging respective values of CO.
6. If the target levels of POs have been achieved, higher attainment levels will be set for the next academic year (2021-22) in order to promote continuous upgradation. But, wherein targets have not been achieved special actions are taken by the department.

File Description	Documents
Upload any additional information	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

476

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	<a href="#">View File</a>
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://mankarcollege.ac.in/Pdf/Feedback/Feedback%20Report%202020-21.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	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)	No File Uploaded

**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)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

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

23

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>

### 3.2 - Research Publications and Awards

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

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

16

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in

**national/ international conference proceedings during the year**

22

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

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

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

File Description	Documents
Paste link for additional information	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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

### 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

8

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

763

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

5

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

#### 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

4

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.

Mankar College has adequate facilities for teaching-learning in terms of classrooms, laboratories, computing equipment, etc. The college has a policy for the creation and enhancement of infrastructure in order to promote a good teaching-learning environment, according to its vision and strategic objectives. The institute ensures adequate availability and optimal utilization of physical infrastructure in order to create an environment of excellence in education through technologically innovative educational tools. At the beginning of the academic year need assessment for replacement /up-gradation/addition of the existing infrastructure is carried out based on the suggestions from Heads of the departments and the Academic Committee after reviewing course requirements. The Routine committee plans ahead for all requirements regarding the availability of classrooms, laboratories, furniture, and other equipment. whenever the need arises to augment infrastructure in terms of the classroom, laboratory books, etc., DPR'S are submitted to the higher education department for allotment of funds and execution of work thereof. Distinguishing features of the College include the following; The college ensures optimal utilization of the resources by encouraging innovative teaching-learning practices like the use of PowerPoint presentations, LCD projectors, smart boards, etc.

New addition in the 2020-2021 session: 6 new classrooms have been added. The library has been shifted to a new annexe building and now occupies 7200 sq ft area. A new auditorium (Rabindra Hall) has been constructed in the annexe building. Two new computers were purchased for the office and auditorium. Two new laboratories were established in this session namely Computer Networks lab and the Physics lab-2. One aqua guard was purchased for students and installed on the first floor for the supply of safe drinking water. 12 Separate teacher's rooms were created with wifi facilities for twelve existing departments with adequate furniture. A DPR amounting to 3 crores 36 lakhs has already been submitted to Higher Education Department, Government of West Bengal for construction of another two floors on Annex building.

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

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

The institution utilizes its resources to provide an environment to its students where they are encouraged to participate in sports and extracurricular activities. This ensures a holistic development and an all-rounded personality. Students are trained in sports under the guidance of qualified and specialized teachers of the physical education department. Systematic training and encouragement are provided to those students who show extraordinary skills in different sports. These students are selected through selection trials, mainly held on the day of college sports. They are trained and encouraged to participate in various levels of competition including intra-college events, inter-university events, National events. Intra-college events are also organized by the college to encourage students to participate. Tracksuits and all sporting gear are provided to the students for major/minor events. Winner, runners-up, and third place holders are duly rewarded by trophies. Although the college doesn't have an established Yoga Centre, Yoga Day is celebrated every year and from the last few years, a yoga teaching program was conducted for the faculty and students by expert yoga trainers. The college believes in the all-around development of its students. It constantly encourages them to take part in extracurricular activities to spark their interests and cultivate leadership qualities as well as team spirit. Every year the college conducts cultural programs to make this happen. An Auditorium with a capacity of three hundred students is used for conducting different cultural programs. There is a separate cultural committee for this.

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

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

05

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

05

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://mankarcollege.ac.in/Ict-enabled-classroom.aspx">https://mankarcollege.ac.in/Ict-enabled-classroom.aspx</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)

5000000

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
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)

The library information system is operated through Software for University Libraries (SOUL2.0) which is integrated library management software. The software is compliant with 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). Mankar college library provides Wi-Fi enabled on campus mobile-based Web OPAC facilities to the registered stakeholders.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="https://mankarcollegelibrary.wordpress.com/">https://mankarcollegelibrary.wordpress.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**      **A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	No File Uploaded
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)**

13183

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
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**

63

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

The college IT infrastructure was upgraded every year with specific needs. The interactive board, LCD Projector, Printers, high configuration PCs were installed in the college. Smart classrooms equipped with an interactive board, LCD projector, Digital Podium with the inbuilt system, microphone system and speakers were installed. The whole college has been made wi-fi enabled with cable net internet with speed up to 120 MBPS. Few departments have a Wi-Fi facility now.

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

#### 4.3.2 - Number of Computers

90

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)

2043139

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
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.

Institutional mechanisms for maintenance and up-gradation of the physical infrastructure, academic, and sports facilities, and equipment are as follows. Being a government-run institution, a constant effort is made to provide safe and secure space for equipment and tools. There is a college building committee to look after the maintenance, repair, and construction work related to the building. Construction, repair, and maintenance of the main building and physical infrastructures like water facility, power supply, and maintenance of campus is looked after by this committee. All work is done through the E-tender system by the government agencies as per norms. The minor faults related to the electricity and repairing of the building are attended and repaired by the college electrician, hired technician, carpenters, etc. For the maintenance of toilets and service areas part-time college sweepers, kormobondhu has been engaged in cleaning the toilets, washrooms, and buildings.

Every department maintains stock registers for keeping the list of equipment and other instruments used in the laboratory. The minor faults of laboratory equipment (if any) are attended to and repaired by the concerned department staff or hired technician whenever necessary. Maintain stock register regularly to keep a record of the functional and non-functional items of Computer and IT infrastructure. . For Furniture related items, there is a college caretaker who looks after the maintenance and minor repair work of

the furniture and fixtures and other physical infrastructure. He brings the requirements regarding minor repair work to the notice of the worthy principal and certifies after the work is completed.

File Description	Documents
Upload any additional information	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

1134

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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

74

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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**

**C. 2 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**

**947**

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

**947**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited 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**

**A. All of the above**



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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<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

21

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

141

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**

06

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.**

09

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 )

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

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

**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**

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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

Mankar College Alumni Association is an integral part of an institution as ex-students are one of the stakeholders of the institution and without their active participation in the welfare of the institution it cannot achieve excellence. Mankar College has a registered Alumni Association (Reg. No. S0005557 of 2019-2020). It has been formed keeping in mind the following objectives:

- To provide a good and strong bridge for the students, faculty and the institute for mutual benefit and synergy.
- To promote a lifelong relationship and to act as a forum for the exchange of information among its members.
- To use the experience, wisdom, zeal, ability, and spare time of the past students of Mankar College for the benefit of the college as well as the society.
- To organize and establish scholarship funds to help the needy and deserving students.
- To exchange professional knowledge, organize technical conferences, seminars workshops & training courses.
- To create interest and motivate the alumni to participate in the progress of the college and make them contribute towards the enhancement of their Alma mater.

In the academic year 2020-2021, a one-day seminar titled Science in

Current Society (Dt. 21/12/2021) was organized by the Mankar College Alumni Association in collaboration with the Science Club, Mankar College. In his wonderful presentation, the keynote speaker Dr. Anindya Bose, Senior scientific officer, Dept. Of Physics, The University of Burdwan dispelled several superstitions surrounding our daily lives. It was really fruitful for our college with a rural setting serving the underprivileged students belonging to a largely underdeveloped area on the border of and including the jungle-mahal.

In future, the college is committed to using the full potential of an enterprising Alumni Association for the all-around development of the institution.

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

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

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

## 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

The vision of the institute is participative all-round development. Keeping in consonance with the vision and mission of the institute college governance engages in student programme that allows them to be enlightened and build their character to be a good human being. The institution constantly endeavours to achieve the same by adopting the following measures: (a) Educating those who need most. The college has played a significant role in implementing the student benefit project introduced by the government by providing Students' Credit Card facility. (b) Repaying the Debt to the Society. The Samabyathi project adopted by the College that provides clothing to the needy in the local region has been a humble gesture of repaying the debt the college owes to the people of the society. NSS also reflects the institutional social responsibility that the

college has undertaken. To help the student society efficiently deal with the pandemic situation vaccination camps were organised in the college for their benefit. (c) Moulding personality: changing oneself to be successful and to be accepted by the society. Various skill development programmes-both academic and vocational courses that includes add on courses, webinars etc., and the endeavour of the college in organizing career counselling by GRASS academy on behalf of Global Spirit, Panagarh industrial park, has allowed the college to create an environment where inter and intra personal development can take place.

File Description	Documents
Paste link for additional information	<a href="https://mankarcollege.ac.in/Covid-awareness.aspx">https://mankarcollege.ac.in/Covid-awareness.aspx</a>
Upload any additional information	<a href="#">View File</a>

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

As per the West Bengal Government University and College Administrative Regulation Act, 2017, President of the apex body i.e. the Governing Body of Mankar College nominated by the Department of Higher Education Department, Government of West Bengal. Two other members are also nominated by the Government as member of Governing Body. And one member is nominated by the West Bengal State Council of Higher Education. As per this act the Principal acts as ex-officio Secretary to the Governing Body. He usually delegates or decentralizes management through Teacher's Council, IQAC, Finance Committee, Tender Committee, Purchase Committee and such other committees as required for smooth and participative management. A student member is also present in the apex body. In this way the college administration functions in a decentralized manner.

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

Curriculum development: Syllabi set by the University of Burdwan is assiduously followed by the college. Few of the faculty members as a part of the Board of Studies play a significant role in setting it.

Teaching & Learning: Classes are held regularly where board work and smart room teaching is efficiently applied by the teachers. During the pandemic college provided Google Workspace accounts so that classes could be taken in a more inter-personal manner. Recording facility, use of online whiteboard and sharing of PPTs allowed the teachers not only to reach out to the students virtually but also to make the learning process more interactive. To further encourage and enhance the learning process the college encouraged the students to participate in online festivals, and events within the college and also without. In the times of pandemic, the college encouraged active virtual participation of students, scholars and teachers alike. On 24/07/2020 the Bengali Department organized a one day national webinar on A Translation Studies: A Challenging Domain. On 5th and 6th August 2020 the college, in collaboration with IQAC, organized a two day national level webinar on Role of Guidance and Career Counselling in perspective pandemic situation of covid-19. Department of Computer Science organized a fun-filled yet informative e-quiz or Programming Fundamental Quiz on 04/08/2020. Similar initiative was undertaken by the History Department who organized an e-quiz on Epidemic, Culture and State on 08/08/2020. On 18/08/2020 the Geography Department organized a one day state level webinar on A New View of the Solar System. On 26/09/2020 Santhali Department organized one day state level webinar Santhali Literature, Language and Linguistics. 28/09/2020 celebrating Nutrition month Nutrition Department organized one day state level webinar on Immunological Nutrients and Herb Immunity for Covid-19 Management. Department of Sankrit organized a webinar on Role of Ayurveda in Present Situation on 02/10/2020. In association with Netaji Institute for Asian Studies History Department of Mankar College organized an International conference on 12th, 13th, 19th and 20th December where scholars from various parts of the world presented paper on the theme Performance and Culture of Nationalism in Asia. On 09/04/2021 IQAC organized a state level webinar on Intellectual Property Rights in Higher Educational Institutions. On 20/04/2021 IQAC organized a national level webinar on Values in Higher Educational Institutions. The Bengali department organized an international webinar on Adhunik Sahitye Loksanskriti [Folk culture in Contemporary Literature] on 26/06/2021. On the same date organized an international webinar on Latest Technology Trends in Software Industry. On 30/06/2021 Netaji Research Centre was formally

inaugurated at Mankar College through a webinar on Finding the Man Behind Netaji. On 08/07/2021 Hindi Department organized a one day national webinar on Faaniswarnath Renu: Srijan ke Vividh Ayaam. Department of Philosophy organized a one day national webinar on East and West: Quest for Resolving some Logical Issues on 18/07/2021. On 27/07/2021 NSS, Mankar College, in collaboration with IQAC organized a one day state level webinar on Finding Hope in Crisis of Covid-19 Pandemic. History department organized an international webinar on 08/08/2021 on Madhyajugiya Bharate Sufibader Bibhinna Dik [Different Aspects of Sufism in Medieval Times]. Department of Commerce organized a daylong webinar on 12/05/2021 on GST in India: Its Implication in Business and Society. Online workshops were organized by the Computer Science Department in collaboration with the Career Guidance Cell and by the Cell separately on WordPress Fundamentals and on Vocational Training and Training and Livelihood Opportunities for Students from 16th to 17th May, 2021, and 28th June 2021 & 20th August 2021, respectively. World Environment Day (By Geography Department in collaboration with the Department of Environment Studies) and World Yoga day (by NSS and NCC) was observed by the college virtually on 20th June 2021 and 21st June 2021, respectively. Department of Political Science organized a webinar on Unity in diversity: Contemporary Indian Scenario on 12/09/2021. As people are trying to return to normalcy post-pandemic the college has played a vital role by encouraging the students to participate in observance of Constitution day on 26/11/2021 held in college auditorium. NSS wing also observed World AIDS day through a student procession and seminar. Cine Club has been opened for the benefit of students to encourage them to come out of the stupor of standstill life instilled amongst them by the pandemic conditions.

**Examination & Evaluation:** Students are informed about the distribution of marks of internal assessment on the departmental orientation day and during regular classes as well, which were conducted online for this session due to the pandemic situation.

? online meetings were held to ensure regularity of online class tests, as a part of the initiative taken by the college for effective evaluation of the students in the virtual mode.

? The attendance and internal assessment marks (assignments, tests and projects) were virtually discussed with students and the Principal personally discussed it with parents and guardians over phone for upgrading the performance of under-performing students.



? A detailed form provided by the University of Burdwan were virtually filled by each of the teacher indicating which papers are currently taught by them so that their names occur in the evaluation schedules of these papers in the evaluation centre. Due to the pandemic centralized evaluation system was decentralized for the benefit of students undertaking virtual examination.

**Research & 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 program. Teachers of the college are encouraged to attend conferences and seminars and undertake research projects. The college has an Academic Research Cell (ARC) to encourage and support the faculty to take research projects. This cell performs the following major functions: ? Encouraging interdisciplinary research. ? Motivating the faculty of each department to publish articles. ? Monitoring the progress of projects sanctioned to the college.

**Library, ICT & Physical Infrastructure / Instrumentation:** The library has 16241 books. The library has a subscription of 3 magazines 3 journals 2 newspapers and 16 CDs and videos. ? Books are partially bar coded and can be tracked easily through Online Public Access Catalogue (OPAC). The students use these resources and enhance their knowledge by spending quality time in the encouraging environment of the library in the college. All teachers are provided separate login IDs to have access to the INFLIBNET e-journals within and outside the campus. INFLIBNET e-journal facility is available round the clock to about 6000+ e-journals and 1,99,500+ e-books on various fields related to undergraduate and postgraduate courses.

? students have restricted access to the college library printing, scanning and photocopying services. ? The library has a collection of syllabi and past year university question papers of undergraduate courses offered by the University of Burdwan. ? There are over 16 CDs of various books available in the library. Digital reference Services are used to provide satisfactory answers to the varied queries of the students and the faculties alike. The college sports ground has been developed to state level sports standards to allow the students of the Physical education Department a space to practice and they have greatly benefitted from the same as many honours and awards have been won by the students of the college for this change. Online resources were made available in the college website for the benefit of students engaged in virtual mode of study during the pandemic.

**Human Resource Management:** People associated with the college management, academics and administration form its integral part. Utmost care is taken to manage the biggest asset of the college, human resource. In addition to the welfare schemes and facilities following measures are adopted for managing human resource: ? Personal files and data are well recorded and maintained. ? The college has computerized account keeping and administrative system. Pay-slips and PF statements of employees are transmitted electronically. The superannuation benefits are also provided promptly. ? To motivate employees and to honour sincerity certificate of appreciation for best worker is given every year to two members of non-teaching staff of the college. ? All leave rules as per the University of Burdwan statutes are adhered to. ? The authorities have an open door policy to listen to grievances and problems of employees and efforts are made to redress the same promptly.

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

**Admission of Students:** The admission process in Mankar College is highly transparent and consistent as it is being conducted online. The rules and regulations of the University of Burdwan are strictly adhered to. ? The entire admission process is published in the college prospectus. ? The admissions are purely merit based. For admission to any course form. ? The cut-off lists of various courses are displayed on the college websites and college notice board. ? The admission form and procedure of the college is completely online. ? Each application is processed and analysed very carefully at many levels. The applications are judged on merit and marks are verified personally by the college faculty. ? The college strictly follows the reservation policies of the Government of India for admission of students from SC/ST, OBC, PH categories and Armed Forces/Sports quota. ? The admission process is reviewed and necessary amendments are made, wherever required, by the Staff Council on an annual basis. ? Each student and his/her parents sign an undertaking regarding attendance rules and anti-ragging activities.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://mankarcollege.ac.in/Seminar20-21.asp">https://mankarcollege.ac.in/Seminar20-21.asp</a> <a href="#">x</a>
Upload any additional information	<a href="#">View File</a>

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

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

File Description	Documents
Paste link for additional information	<a href="https://mankarcollege.ac.in/Governing-body.aspx">https://mankarcollege.ac.in/Governing-body.aspx</a>
Link to Organogram of the Institution webpage	<a href="https://mankarcollege.ac.in/Pdf/Organogram.pdf">https://mankarcollege.ac.in/Pdf/Organogram.pdf</a>
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	<a href="#">View File</a>
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

#### Teaching

Following welfare schemes and facilities are provided to teaching of the college: ? Academic Facilities: separate staff rooms with Wi- Fi facility and e- resources are available for the employees. ? Leaves: Leave rules of the University are adhered to and employees are granted leave as per their entitlement. ? Thrift and credit society: A cooperative thrift and credit society managed by the staff is successfully running in the college.

#### Non-teaching

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

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

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

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

6

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

1

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

24

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
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

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

External - Accademic audit, University of Burdwan; Administrative audit, Higher Education department, West Bengal Government

Internal- Accademic audit, IQAC.

File Description	Documents
Paste link for additional information	<a href="https://mankarcollege.ac.in/Students-feedback.aspx">https://mankarcollege.ac.in/Students-feedback.aspx</a>
Upload any additional information	No File Uploaded

## 6.4 - Financial Management and Resource Mobilization

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

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

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

File Description	Documents
Paste link for additional information	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)**

0

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

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

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

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



## 6.5 - Internal Quality Assurance System

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

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

The College does not have a formal Parent-Teacher Association. However, the college ensures a healthy interaction with the parents.

1. At the onset of the academic year, parents of first year students attend the Orientation Programme.
2. Parents are encouraged to attend and be present at college organized seminars and cultural programs.
3. Principal meets the parents of underperforming students personally to discuss means and measures to ensure an upliftment of their future performance.

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

Post Accreditation initiative(s):

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

File Description	Documents
Paste link for additional information	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

In order to enhance the quality of the institution in all spheres, various quality assurance strategies initiated by The IQAC of the institution are as under: All the faculty members are encouraged and supported to participate in Orientation, refresher courses, Workshops, Seminars and conferences related to the teacher-learning process and research. Teachers with Ph.D are also encouraged and motivated to act as research guides for the research scholars. Teachers are also supported and encouraged to participate in examination evaluation processes. The poor and needy students are provided with financial aid out of the college local fund and the affiliated university does not charge any examination fee to the orphan and disabled students.

Regular meetings of IQAC are conducted under the chairmanship of worthy Principal with the fixed agenda and suggestions are taken from all the members of IQAC for improvement and better implementation of curriculum. All the teachers are encouraged to use audio-visual teaching aids, charts, models etc. for effective teaching-learning processes. Almost all the laboratories are provided with charts, models etc for effective teaching- learning process.

The institution reviews it's teaching learning process, structure and methodologies of operations and learning outcomes at periodic intervals. Some of activites of IQAC in this regard are: 1.Students feedback on faculty, teaching learning process and evaluation: Students feedback significantly shows the actual quality of teaching learning process. The students feedback is conducted as per the following norms: a. All the students are allowed to give feedback on faculty, teaching learning process and evaluation so that actual picture is ascertained. b. After evaluating the feedback from students, the teacher if evaluated with low performance is instructed accordingly. c. The whole process is being operated through IQAC and no other faculty member is involved at any stage. 2. Academic monitoring: The academic monitoring committee conducts

regular visit to the classes regarding the regularity and punctuality of class work. The Principal is informed on daily basis.

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

File Description	Documents
Paste link for additional information	<a href="https://mankarcollege.ac.in/Students-feedback.aspx">https://mankarcollege.ac.in/Students-feedback.aspx</a>
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	<a href="#">View File</a>
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

This year Mankar College has taken steps to encourage value education among the students irrespective of their gender. This includes values related to respecting the persons belonging to other genders as well. A seminar was organized by IQAC, Mankar College on 20th April, 2021 which focused on the topic - "Values in Higher Education Institutions". The college also focused on the scope of employment for both male and female students. The Career Guidance Cell organized two one-day workshops titled 'Online Workshop on Vocational Training' and 'Online Workshop cum Webinar on Training and Livelihood Opportunities for Students' on 28/06/21 and 20/08/21 respectively, in which special focus was given on the female students, as in rural areas they are often the victims of discrimination at the family level. In collaboration with the Grass Academy, the college has also taken steps to provide Government Exam Preparation Coaching to 100 students under a CSR project by Global Spirit Limited. They had started programs related to it at the college campus on 08/12/21 which shall be continued for the coming six months from the date.

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://docs.google.com/document/d/11lo15SU_tG0IbPJFSrpGeRVsqfFDV4m9/edit?usp=sharing&amp;ouid=112535622298339749609&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/11lo15SU_tG0IbPJFSrpGeRVsqfFDV4m9/edit?usp=sharing&amp;ouid=112535622298339749609&amp;rtpof=true&amp;sd=true</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

Our college shares a green campus. Keeping it clean has always been a priority. Therefore, we have the facilities for Liquid Waste Management installed within the campus. The main liquid wastes come from the canteen and the toilets respectively. If they are left untreated, they spread diseases and foul smells. Therefore, the liquid management system is a basic requirement. The liquid waste is collected in covered underground pits with the concretewalls through covered pipelines and sewage systems. The greywater waste is purified through the installed system and is used for watering the field. The college collects the solid waste within the campus, which is then collected by the local body. Mankar College has a Computer Science department. We collect the e-waste in a separate room, from where it will be transferred through the proper official procedure (through tender).

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://docs.google.com/document/d/1CBj7ASC3gullebUGlniS4EcPqIbR4vUw/edit?usp=sharing&amp;ouid=112535622298339749609&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1CBj7ASC3gullebUGlniS4EcPqIbR4vUw/edit?usp=sharing&amp;ouid=112535622298339749609&amp;rtpof=true&amp;sd=true</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** C. Any 2 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:**

**C. Any 2 of the above**

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

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

**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**

**D. Any 1 of the above**

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

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

**C. Any 2 of the above**

**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	<a href="#">View File</a>

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

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

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

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

Mankar College has a heritage of giving priority to constitutional obligations. Every year the college arranges programs or talk on Constitution Day to make the students and the staff aware of the

values, rights, duties and responsibilities of citizens. In 2021, on 26th November, which is celebrated as the National Constitution Day we invited Prof. Jyotirmoy Bhattacharyya, retired professor, Dept of Political Science, Burdwan Raj College to deliver a talk on values, rights, duties and responsibilities of citizens. The occasion was chaired by Prof. (Dr.) Sukanta Bhattacharyya, Principal, Mankar College. He happens to be from the discipline of Political Science as well. The celebration began with reading the Preamble of The Indian Constitution and taking the pledge to abide by the Constitution and fulfil one's duties as a citizen. The Preamble has been displayed in every department and corridor (attached to the administrative section) to make the students and teachers aware of the motto of the Constitution.

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	No File Uploaded
Any other relevant information	<a href="#">View File</a>



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

Mankar College always gives priority to the overall development of the students. Apart from routine wise class, year-long sports and cultural activities, we also celebrate National and International commemorative days to make them aware of the achievements of the Nation as well as the human race. In this year of the pandemic, the celebration was meagre. Still, we celebrated Independence Day in 2020 and 2021 at the campus on 15th August, Republic Day was celebrated on 26th January 2021. We had also celebrated the International Teachers' Day in online mode on 5th September 2020. The college observed the Constitution Day on 26th November, 2021 and the Santhali Language Victory Day on 22nd December 2021.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
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.

### 1. Title of the Practice: Emphasis on Physical Education and Participation in Sports Activities

#### Objectives of the Practice:

Our own Swamiji opined that playing football is better than reading the Mahabharata. In ancient Buddhist viharas they used to teach the students martial arts. "It is exercise alone that supports these spirits, and keeps the mind in vigor." This is a famous quote by Cicero. An educational institute is a place for the growth of the mind. But, as the leaf cannot produce food without a healthy root sucking water from the mud, a sound and peaceful mind cannot exist without a healthy body. Moreover, the way India is shining in sports and athletics it is the duty of any educational institution to encourage its students to continue the legacy. Keeping this in mind our college encourages the students irrespective of their gender to practice and participate in sports activities and physical

education.

**Context:**

The new generation is a couch-friendly generation. Addiction to mobile and computer games have reduced the attraction for outdoor sports activities significantly. Obesity is growing at large and creating a diabetic generation. Even the teenage students are staying at home stuck to the mobile or computer screen and developing heart disease due to lack of physical activities. Moreover, the rat race for white-collar job makes parents blind and they forget that a healthy body is needed for the sound receptive mind.

Mankar College has always kept faith on 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 sportsman, 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.

**The Practice:**

- We are organising annual sports on regular basis.
- We are participating in inter-college, district level, state level and national sports and athletic 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 in their activities wholeheartedly.
- The college has also taken care of the preparation of sports ground and gym for boys and girls.

**Evidence of Success:**

The taste of the fruit only speaks for the growth of the tree. The way our college has performed and achieved in several sports competitions in the last few years, speaks for the success of the practice of encouraging sports and physical education. The achievements of this session are mentioned below.

- The men's Kabaddi team of the college got the second position in the tournament organised by the Burdwan University Sports Board.
- The girls received 2nd position in 100mts run and 1st position in long jump in the University Sports Competition.
- From the boys we also have the 3rd position in the 200mts race in the University Sports Competition.

#### Problems Encountered and Resources Required:

Problems Encountered - Ours is a rural college. Most of the students are from poor families who even can not afford meal twice a day. But athletics and sports require a good meal and a balanced diet. Moreover, good shoes, other equipment are often costly. Often aids are provided by the college, but that is never sufficient. Many leave in between - some due to malnutrition, some to engage in employment to provide for the family. Even, affording specialised trainers for event is impossible at times.

Resources Required - "Men, men, these are wanted: everything else will be ready." This observation of Swami Vivekananda is ever a truism! We have dedicated students and faculty. But it is always better to have more skilful faculties to train the students properly. Proper provisions for financial aid 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: Observing the Constitution Day at College on 26th November

The objective of the Practice: Constitution Day also known as 'Samvidhan Divas', is celebrated in our country on 26th November every year to commemorate the adoption of the Constitution of India. On 26th November 1949, the Constituent Assembly of India adopted the Constitution of India, which came into effect from 26th January 1950. It is the duty of all citizens to abide by the law and make it a practice to live according to the laws. It is also important to be aware of one's fundamental rights. Keeping this in mind the college takes initiative to celebrate Constitution Day each year on 26th

November.

**Context:** So many people are unaware of their fundamental duties and rights. As a result, they are often found to break laws unwillingly, as well as get deprived of what they should get from the state. Ours being a rural college, we have a large number of students and their families face the same problem. In this context, it is really important to make the students aware of the constitution so that they can help themselves as well as their family members.

**The Practice:**

We arrange talk by eminent persons, lawyers and judges on the day to make the students aware of their rights and duties.

Throughout the year we discourage anything within campus which does not abide by the constitution.

In 2021, on 26th November, which is celebrated as the National Constitution Day we invited Prof. Jyotirmoy Bhattacharyya, retired professor, Dept of Political Science, Burdwan Raj College to deliver a talk on values, rights, duties and responsibilities of citizens. The occasion was chaired by Prof. (Dr.) Sukanta Bhattacharyya, Principal, Mankar College. He happens to be from the discipline of Political Science as well. The celebration began with reading the Preamble of The Indian Constitution and taking the pledge to abide by the Constitution and fulfil one's duties as a citizen.

**Evidence of Success:** Each year the number of students attending this program is increasing, which shows the growing interest among the students.

**Problems Encountered and Resources Required:** A day's awareness program is not adequate. The Constitution has to be inculcated in syllabi like the study of ethics and values.

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

### 7.3 - Institutional Distinctiveness

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

As Mankar College is located adjacent to the Jungle Mahal of the former Maharaja of Bardhaman, it caters to the demand of 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 encourage the students from these backward areas to enlighten themselves with the blessings of education and shine in life. Even there is a facility to study under Netaji Open University on our campus, which allows them to continue education while managing their employment simultaneously. Women's education and employment is often discouraged among these socially and educationally backward families. Throughout the year we try to encourage the female students on the importance of being employed. Another thing is the hygiene of women during the days of menstruation. Often, they are either unaware of or can't afford hygiene during those days and thus miss classes. We have installed a sanitary napkin vending machine in the girls' common room to help them with the problem.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The Institution ensures effective curriculum delivery by following the academic calendar provided by The University of Burdwan, Burdwan. The academic Committee analyses the needs of the students before the commencement of every semester and plans the curriculum as prescribed by The University of Burdwan, in such a way that it includes different activities related to the designed syllabus. The head of every department submits a workload statement at the beginning of every semester, over which the general time-table is prepared. Accordingly, each department prepares its own teaching plan allotting term-wise topics to be taught within the stipulated time, and through a series of interactive activities like classroom teaching, group discussions, power point presentations, quiz, academic tests, etc. The students of practical based courses are being given practical insight into the curriculum that helps them to develop their higher order cognitive skills, such as critical analysis, problem solving, evaluation and synthesis. The periodic tutorial / class test / internal examinations are conducted in order to assess the understanding of the students. The examination results are reviewed and the weaker students are taught again in extra classes. Teachers put in all efforts to ensure quality and enhance academic growth. Practical, theoretical, viva examinations, assignments, group discussion, seminars are conducted to judge the understanding of the students. The new examination pattern introduced by affiliating university is being strictly adopted by the college. The curriculum is enriched by participation of our teachers in Board of Studies, Meetings, Seminars, workshop, Conferences organized by affiliating university (The University of Burdwan) from time to time. The effective delivery of the curriculum includes a wide variety of steps like work culture, supervision and revision through periodic TC meetings with the principal and faculty. To prepare a planned work schedule with a consideration of due weightage for each paper and number of hours allotted as per University guidelines. The college updates the library with books of the changed syllabi every year. All the laboratories are upgraded annually as per requirement of the curriculum. Educational tours, field visit and industrial visits are organized to provide

practical exposure to the students. Seminars, debates, quiz competitions and workshops are being organized. Skill-oriented workshops/courses are offered to the students by the career guidance cell for enhancing their skills and access to jobs in national/international job markets.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://mankarcollege.ac.in/Academic-calendar.aspx">https://mankarcollege.ac.in/Academic-calendar.aspx</a>

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

The institute is affiliated to The University of Burdwan and implements the curriculum prepared by The University of Burdwan. The institute has developed a structured and documented process for implementing the curriculum. Before the commencement of the semester, the academic committee with the help of all HOD's prepares an academic calendar based on the calendar prepared by the affiliating University. This academic calendar includes the tentative schedule for internal examinations, seminars, workshops, expert talks, add-on programs and other co curricular and extra-curricular activities. HODs prepares the class timetable, and course plan for the semester. The course plan containing class timetable, semester calendar and syllabus is given to all the students. As a part of student mentoring concern faculty meets the students after the last University examination, reviews the semester completed, and discusses with them about the next semester. They incorporate the suggestions and prepare the course plan and distributes them to the students. Faculty members revise the COs of their courses, and prepare/update their lecture materials. The syllabus is enriched by adding contents beyond syllabus, to ensure achievement of the COs. Faculty members also prepare assignments in advance. Resources like relevant websites and e-resources are made available for advanced learners .IQAC periodically monitors the coverage of syllabus, quality of question papers and assignments, preparation of answer schemes, progress of the lab sessions, etc.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://mankarcollege.ac.in/Academic-calendar.aspx">https://mankarcollege.ac.in/Academic-calendar.aspx</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	<b>No File Uploaded</b>

## **1.2 - Academic Flexibility**

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

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

**30**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Minutes of relevant Academic Council/ BOS meetings	<b>No File Uploaded</b>
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)**

1

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

97

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

97

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

Courses offered in the college integrate issues related to gender, environment and sustainability, human values and professional ethics. Issues related with environment and sustainability are integrated into courses of Environmental studies and Geography. Courses that teach human values in its curricula are Political science, Commerce, English. Professional ethics are integrated in the courses of English and Commerce subjects. Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Co curricular and Extracurricular Activities also. N.S.S. promotes environmental protection through tree plantation and other sustainable development programs. Every

year N.S.S. units undertake a host of activities in the nearby vicinity and in the adopted villages. N.S.S. organizes various environment related programs including tree plantation, village cleanliness, cleaning of rivers, plastic free drive, poster competition, etc. Various activities like quiz and poster competitions, invited talks are organized to create awareness about nature, biodiversity, environment and sustainability. World Environment Day, N.S.S. Day, etc are organized in the college every year. The college has taken active participation in Swachh Bharat Abhiyan started by the government. The college takes efforts for integration of ethical and human values through extra-curricular activities also. Programs conducted under N. S. S., N.C.C and different departments help to inculcate human values among students. For example Political Science department observes Constitution day , Computer Science Department observes Data Privacy day etc. National festivals like Independence Day and Republic Day celebration serve as a platform to enliven patriotic and moral values. Different social activities have been initiated by the college like Road Safety Campaign, Blood Donation camps, etc are organized from time to time. Major gender issues are focused and addressed through different activities(seminar, workshop) in the college.

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

4

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

89

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**

**B. Any 3 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

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://mankarcollege.ac.in/Students-feedback.aspx">https://mankarcollege.ac.in/Students-feedback.aspx</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

1379

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

421

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

Mankar College is endowed with students of variable learning capabilities and socio-economic backgrounds. Being located in rural areas and populated with economically and socially backward classes, students are mostly 1st or 2nd generation learners. The college is conscious of this and accordingly takes requisite endeavours to facilitate the learning outcomes for all the students. It has initiated some general steps on regular and continuous basis:

1. To provide equal opportunities and understanding of the concerned discipline, teachers teach through regional language and also in English.
2. The learning content is discussed repeatedly in classes unless and until it seems clear to all students. To facilitate it, audio-video aids and ICT tools are used during classroom teachings.
3. Peer learning is encouraged where advanced students help other students to overcome their problems during off periods, especially for practical-based subjects.
4. The backward students are encouraged to participate in the participatory learning process (seminar presentation, poster presentation, stall preparation, and group discussion etc.) and it is made compulsory for all.
5. During the pandemic online classes were held for all the students, videos of such online classes have been made available to students by a few departments.
6. The students expertises in extra-curricular activities (Cultural activities, wall magazines, sports etc) are encouraged to participate in intra-college as well as inter-college and district level competitions. It nurtures their creative skill, confidence level and leadership ability and eventually boosts up their academic performance indirectly and helps them also in the long run.

Special Initiation/Programmes

An integrated approach has been adopted in the college and accordingly, step-wise attempts have been made:

a) Selection of slow and advanced learners:

The selection or identification of slow and advanced learners is done in the beginning of odd semesters, about one or one and a half months after the beginning of classes. The students have been assessed by three criteria: (1) Marks scored in last appeared examination, (2) Teachers' evaluation of students' class performances, class interaction, merits, and critical thinking and (3) mentor recommendation or evaluation. Based on these three composite scores has been derived and with pre-decided benchmark of score slow and advanced learners have been identified.

b) Programme for slow learners and advanced learners

The table represents different programmes taken for slow learners and advanced learners:

TYPES OF LEARNERS

TYPES OF CLASSES

DESCRIPTIONS

BENEFICIARY

Slow Learners

Bridge Class:

The Classes connect students' previous courses and the course students want to continue.

Applicable for all students, especially for slow learners. Classes are taken by all the departments.

Doubt Clearing Class:

Doubt-clearing classes are held to remove the pre-examination jitters of students to a great extent.

Applicable for those who have doubts regarding their studies, especially for the slow learners. Classes are taken by all the

departments.

#### Special Classes for Slow Learners:

Students with a common inability to understand their study materials and deficiency in skillful tasks are identified and classes are arranged for them.

Only for Slow learners. They are given home tasks for rigorous practice. Department of History and Department of Mathematics arranged special classes.

#### Advanced Learners

##### Classes for enrollment in master degree/Jobs

Preparation for admission test/interview. Several E-links have been suggested to the students to help them gain an in-depth knowledge of the subject.

For advanced students or willing students of final year. The majority of departments arranged special classes for the students considering their admission to higher studies and future jobs.

##### Solution of problems at advanced level

Several problem-based exercises are given to the students to enhance their skill and intelligence level.

For advanced students. Department of Computer Science initiated such programmes by assigning tasks of website development.

##### Advance/Upgraded studies and provision of study materials

Several E-links, advanced course materials have been suggested to the students to help them gain an in-depth knowledge of the subject.

For advanced students. Department of Bengali, English, Geography, and Nutrition provided additional materials/videos for advanced studies.

##### Critical writing

For evaluating or for encouraging thinking procedures, assignments of review writing are offered by humanities and

social science departments.

For advanced students or willing students. Department of English and Hindi made engage students in such activities.

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

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

Number of Students	Number of Teachers
2393	91

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

#### Student Centric learning

To facilitate students' learning procedures and to make it more effective and applicable, Mankar College adopted student-centric learning activities within all respective disciplines. During the period of lockdown due to the Covid pandemic, it was difficult to execute effective students centric pedagogical techniques through online mode, but in spite of that Mankar College has made continuous efforts to explore students' potentiality and their level of comprehension. The following table represents different techniques of student-centric learning and activities of respective departments for the session 2020-21:

#### Methods

#### Techniques Used

#### Departmental Activity



### Experimental Learning

#### Micro Project

Adopted by Department of Geography through Disaster Management project and Department of Chemistry for preparing sanitizer during the pandemic.

#### Group Project

Adopted by the Department of Geography through organic compost making in the context of solid waste management. In addition to this, departments of Computer Science, Commerce assigned group projects for 6th-semester students on the paper DSE IV. The same attempt has been made by the Department of Mathematics for 6th-semester students on the paper DSE III. Bengali PG department initiated group-based project by providing assignments for 4th-semester students.

#### Internship

Adopted by the Department of Computer Science to enable the students to gain practical experience in the industry and to develop skills for their upcoming professional career. In addition to this, all students were being encouraged to join internshala (internshala.com), offered by University Relation in collaboration with AICTE. During this session, a total of 215 students enrolled in this portal. Mankar college received a rank certificate from Internshala for the year 2021.

#### Field Visit

Adopted by Department of Geography for the paper Research Methodology. The field visit gives the students the opportunity of experience-based learning.

#### Participatory Learning

#### Group Discussion

Adopted by Department of History, Sanskrit, Hindi, Philosophy, and Political Science on various topics.

#### Seminar Presentation

Adopted by Department of Geography. They arranged three

PowerPoint seminar presentations and students of all three semesters participated through Google meet and they presented individual seminars on different topics. The department of Computer Science arranged PowerPoint presentation on group project for 6th-semester students. The same attempt has been made by the department of Mathematics for 6th semester students.

#### Poster Presentation

On the occasion of World Soil Day, students of 5th semester presented series of posters on soil conservation techniques.

#### Oral Presentation

Arranged by the department of Sanskrit on "Gadya Sahitya".

#### Debate Competition

On the occasion of World Soil Day, students of 5th semester from different disciplines participated in online debate competition on "Whether our Mother Earth Recover during the LockDown period?". The programme was arranged by the Department of Geography.

#### Movie screening and review

Organized by department of English, Department of Bengali and department of Hindi. In connection to this, department of Bengali assigned a task of reviewing on Bengali novel "Ganodebota" as well as on Ganodebota film, adapted from the same novel.

#### Digital Magazine

Digital magazine has been brought out by the students of 4th and 6th semester of the department of Geography on World Environment day. Department of computer science published their magazine on "I Deserve" in collaboration with Science Club, Mankar College.

#### Problem Solving Learning

##### Assignments

Problem-based home assignment has been given by the majority of departments.

##### Quiz

Topic-based quiz has been arranged by the Department of Computer Science, Department of History and Department of Geography.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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 academic session 2020-21 has adversely been affected by the Covid pandemic and during this period all kinds of academic activities have been shifted to online and digital mode. The college has prioritized the use of ITC tools in teaching-learning process and preparation of e-content has been emphasized. However, an attempt was already taken to establish a studio for making audio-video-based e-content along with e-learning management system.

The role of ITC in teaching-learning process boosts the students' ability of comprehension and analytical power. The faculties of Mankar College have given continuous effort to it and during pandemic, period faculties left no stones unturned to promote the online-based learning process throughout the session. The following heads highlight the different endeavours made by faculties during this session:

#### 1. Online Class:

All faculties of the college have taken online classes through different platforms. Initially, it begun with Zoom and Skype, later it was shifted to Google meet with G-Suite accounts. College registered numerous G-suite accounts with its own domain (mankarcollege.ac.in) and all teachers were provided personal G-suite accounts through which they recorded many of their classes and used jam board positively.

#### 2. Use of PPT:

Faculties of several departments used PowerPoint presentations in their classrooms; however, departments like Geography, Computer

Science, English, and History make use of ppt while taking classes at offline mode also.

### 3. Adoption of LMS:

LMS (Learning Management System) is a very useful tool in the contemporary teaching-learning process and many departments (Departments of Geography, English, Computer Science, Mathematics and Physics etc.) of the college adopted LMS through Google Classroom, Canvas etc. Through this system, faculties shared their e-materials and at the same time, they gave assignments and took several online examinations.

### 4. Use of Interactive Learning Platforms:

Several interactive teaching-learning platforms like - Quizizz, Podcast, Spotify, H5P were used by several departments like - Bengali, English, Geography for making the class interactive and interesting.

### 5. Presentation of Documentary:

Departments of Bengali, English, and History presented documentary films for the convenience of their students and made the relevant topics of the curriculum interesting and comprehensible.

### 6. Training for E-content Development and Online Teaching:

Faculties of several departments participated in online FDP relating to training on e-content development, MOOCS; wherein they got initial idea and expertise on four quadrant-based e-contents. In addition to this use of several platforms like LMS (Google classroom, Edmodo), Google forms, interactive learning, YouTube channels etc. were part of those training programmes, wherein faculties got fundamental ideas and hands-on training. The college took initiatives to train faculties on e-content development and regarding this college-sponsored few of its faculties to receive training on the course "E-Content Development", organized by St. Ann's College, Assam on and from 07.06.2021 to 12.06.2021.

### 7. Development of E-Content:

Many faculties of several departments prepared e-content on their respective topics and uploaded four quadrants of the topics at 'E-

GyanUdyog' (<https://mankarcollege.ac.in/E-gyan.aspx>), which is college's own e-content repository available at the college's website.

#### 8. References of E-Content through different web-based portal:

The students were given several references of e-link relating to their courses on E-PG Pathshala, N LIST by all departments. It helps them to get up-to-date knowledge during the pandemic period as students had no physical access to the college library.

#### 9. Use of ICT in Others Aspects:

With the help of ICT, the college initiated several extracurricular activities, like -cultural competitions, quiz, cultural programmes, feedback collection and selection of CBCS subjects. Regarding this college administration, different subcommittees, departments, NSS and NCC units, departmental add-on courses used Google meet, Google forms to continue college's day-to-day activities, different departmental meetings, which would have been halted due to the pandemic.

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	Nil

### 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

90

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	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

<b>2.4 - Teacher Profile and Quality</b>	
<b>2.4.1 - Number of full time teachers against sanctioned posts during the year</b>	
90	
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>
<b>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)</b>	
<b>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</b>	
14	
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>
<b>2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)</b>	
<b>2.4.3.1 - Total experience of full-time teachers</b>	
782.89	
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.

Mankar College, being affiliated to the University of Burdwan follows the guidelines of internal assessment notified by the university. This includes the following important features:

1. Suggested modes of internal assessment: Class test, assignment and seminar presentation.
2. Internal Assessment of each course will consist of C1, C2 and C3. The first component (C1) of assessment shall be arranged during the first two months of each semester. The second component (C2) of assessment shall be arranged within the next two months of the first component for each semester. Component three (C3) will consist of students' attendance.

Internal assessment is conducted by internal assessment committee. The committee frames schedule of assessment subject-wise and paper-wise after discussion with principal and all HoDs. Thereafter, the students are informed about the modalities of assessment in advance (suggested modes by university). The results of the test are kept confidential as per norms by the university. This process is done twice for each semester.

In addition to this, several students' centric internal evaluation methods have been initiated by different departments to support the idea of continuous evaluation. The individual departments initiate various modes of internal assessment to evaluate the performance of students and their performances have been judged by the respective departments. After the evaluation the results are disclosed to the students and proper suggestions, rectifications are made available for them. Regarding this, the important attempts for the session 2020-21 are as follows:

1. Regular class tests were taken by Departments of Bengali, Geography, Chemistry, Nutrition and Mathematics.
2. Mini projects were initiated by the Departments of Geography and Computer Science.
3. Department of Mathematics, Geography, Computer Science arranged online Power point presentation for 5th and 6th Semester Honours Students.
4. Surprise tests were conducted by Departments of English, Mathematics, Nutrition and Chemistry.

5. Department of Sanskrit arranged letter writing and report writing sessions for students (3rd Semesters) in Devnagari and Brahmi scripts to evaluate their language skill.
6. Practical examinations along with viva were arranged by Departments of Geography, Computer, Mathematics, Nutrition, Physics, Chemistry and Physical education.
7. Many departments conducted viva-voce to study and understand students' aptitude, especially during lockdown session.
8. Department of Geography, Nutrition and Chemistry initiated online mock test to facilitate students for online examination during pandemic through Google classroom.
9. Online Google form quizee by the departments of Bengali, English, Geography, History, Computer Science and Mathematics during lockdown period.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Mankar College maintains a fair impartial and transparent Internal Assessment system. It is looked after by an Internal Assessment Committee. In session 2021-22, all internal assessment examinations were taken through online mode and no grievance has been recorded from the end of the students. However, the teachers of the college evaluate the mechanism of internal examination several times to effectively deal with the difficulties and limitations of the existing practice.

Though there was no grievance recorded in the session, the college Internal Assessment Committee has an existing mechanism for dealing with the grievance of the students if there is any. The procedure is as follows:

1. Students can lodge their complaints to the Principal. On receiving the complaint/s the Principal will arrange a meeting with the members of the Internal Assessment Committee and the respective HODs.
2. The members will ascertain the relevance of the grievance



and if it is found justified, the concerned department will initiate needful steps. They will review the scripts and if needed will arrange a re-examination for the concerned papers within seven days of the receipt of the complaint.

3. However, if it is found that the complaint has no justification then the concerned departmental Head will formally meet the complainant/s along with the mentor/s of the student/s and explain to the student/s the inappropriateness of the complaint, rectify the mistakes and the matter will thus be settled ensuring benefit to the student/s.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

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

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

The teaching faculties of the college participated actively in formulation of Course Outcomes and Programme Outcomes (COPO). Initially IQAC, Mankar College arranged a meeting to provide general guidelines for preparing COPO and deliberated on aims and objectives of COPO. Thereafter, all departmental HODs were instructed by the College Principal for organizing departmental meeting to formulate COPO. The next step dissemination of duties for preparing COPO was decided at departmental meetings. Each Department appointed one teacher in-charge for all respective papers considering their specialization and area of interest. Afterwards, teachers formulated list of COPO and presented it in another departmental meeting to finalize it. With modification and corrections, final draft of COPO was prepared and submitted to the coordinator, IQAC.

At the commencement of each semester, any teacher of the

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

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://mankarcollege.ac.in/Co-po.aspx">https://mankarcollege.ac.in/Co-po.aspx</a>
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

Mankar College adopted course outcomes and programme outcomes approach and accordingly calculation of attainment has been done in the session 2020-21. The steps are as follows:

1. In the beginning of every semester, individual department will set the target on the basis of the previous performance. Course outcomes are measured based on the individual marks obtained by the students against the maximum marks.
2. Target of POs is set for the coming academic year based on the previous year academic performances and nature of programme outcomes.
3. Thereafter, Course Outcomes of individual courses have been calculated considering the student performance in the internal and University examination. If students can't achieve the desired attainment level in their internal examinations, special attentions have been given by taking remedial classes.
4. Then, attainment level has been measured in terms of percentage of student getting a set percentage of marks for individual courses. The bench mark of set percentage has been decided on the basis of students' performance of previous years and nature of the courses.
5. The attainment values in respect to individual courses have been assigned into COPO matrix and thereafter average attainment values of Pos have been derived by averaging

respective values of CO.

6. If the target levels of POs have been achieved, higher attainment levels will be set for the next academic year (2021-22) in order to promote continuous upgradation. But, wherein targets have not been achieved special actions are taken by the department.

File Description	Documents
Upload any additional information	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

476

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	<a href="#">View File</a>
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://mankarcollege.ac.in/Pdf/Feedback/Feedback%20Report%202020-21.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

0	
File Description	Documents
Any additional information	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)	No File Uploaded
<b>3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year</b>	
<b>3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year</b>	
0	
File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
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>	
23	
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>	
16	
File Description	Documents
Any additional information	No File Uploaded
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>	
22	
File Description	Documents
Any additional information	No File Uploaded
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	
<p>Educational institution plays an important role in sensitizing students regarding their social responsibilities towards the community. Different activities are carried away through out the session within the campus and as outreach programme involving the students with the objective of sensitizing students in various social issues and strengthening community participation for holistic development. These activities are mainly organized under the banner of NSS &amp; NCC. During the Covid 19 pandemic situation students prepared video under the supervision of NSS &amp; NCC to make people aware about it and prevention measures to be followed. These videos were uploaded in the college website.</p>	

Incollaboration with Mankar Mangalam Welfare Society availability of medical facilities urgently neededfor Covid pandemic situation were displayed in the website. NSS in collaboration with IQAC organized awebinar on " Finding hope in crisis of covid-19 Pandemic" . The college organized programme todistribute food items among the villagers of Mankar who were facing economic stress during Covidsituation under the project of " Samabyathi". Clothes were distributed among the poor villagers ofPanchamahuli, the NSS adopted village, during the Covid pandemic situation to extend help to the community.

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

### 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

8

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

763

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

5

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

#### 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**

4

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.

Mankar College has adequate facilities for teaching-learning in terms of classrooms, laboratories, computing equipment, etc. The college has a policy for the creation and enhancement of infrastructure in order to promote a good teaching-learning environment, according to its vision and strategic objectives. The institute ensures adequate availability and optimal utilization of physical infrastructure in order to create an environment of excellence in education through technologically innovative educational tools. At the beginning of the academic year need assessment for replacement /up-gradation/addition of the existing infrastructure is carried out based on the suggestions from Heads of the departments and the Academic Committee after reviewing course requirements. The Routine committee plans ahead for all requirements regarding the availability of classrooms, laboratories, furniture, and other equipment. whenever the need arises to augment infrastructure in terms of the classroom, laboratory books, etc., DPR'S are submitted to the higher education department for allotment of funds and execution of work thereof. Distinguishing features of the College include the following; The college ensures optimal utilization of the resources by encouraging innovative teaching-learning practices like the use of PowerPoint presentations, LCD projectors, smart boards, etc.



New addition in the 2020-2021 session: 6 new classrooms have been added. The library has been shifted to a new annexe building and now occupies 7200 sq ft area. A new auditorium (Rabindra Hall) has been constructed in the annexe building. Two new computers were purchased for the office and auditorium. Two new laboratories were established in this session namely Computer Networks lab and the Physics lab-2. One aqua guard was purchased for students and installed on the first floor for the supply of safe drinking water. 12 Separate teacher's rooms were created with wifi facilities for twelve existing departments with adequate furniture. A DPR amounting to 3 crores 36 lakhs has already been submitted to Higher Education Department, Government of West Bengal for construction of another two floors on Annex building.

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

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

The institution utilizes its resources to provide an environment to its students where they are encouraged to participate in sports and extracurricular activities. This ensures a holistic development and an all-rounded personality. Students are trained in sports under the guidance of qualified and specialized teachers of the physical education department. Systematic training and encouragement are provided to those students who show extraordinary skills in different sports. These students are selected through selection trials, mainly held on the day of college sports. They are trained and encouraged to participate in various levels of competition including intra-college events, inter-university events, National events. Intra-college events are also organized by the college to encourage students to participate. Tracksuits and all sporting gear are provided to the students for major/minor events. Winner, runners-up, and third place holders are duly rewarded by trophies. Although the college doesn't have an established Yoga Centre, Yoga Day is celebrated every year and from the last few years, a yoga teaching program was conducted for the faculty and students by expert yoga trainers. The college believes in the all-around development of its students. It constantly encourages them to take part in extracurricular activities to spark their interests and cultivate

leadership qualities as well as team spirit. Every year the college conducts cultural programs to make this happen. An Auditorium with a capacity of three hundred students is used for conducting different cultural programs. There is a separate cultural committee for this.

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

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

05

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

05

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://mankarcollege.ac.in/Ict-enabled-classroom.aspx">https://mankarcollege.ac.in/Ict-enabled-classroom.aspx</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)

5000000

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
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)

The library information system is operated through Software for University Libraries (SOUL2.0) which is integrated library management software. The software is compliant with 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). Mankar college library provides Wi-Fi enabled on campus mobile-based Web OPAC facilities to the registered stakeholders.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="https://mankarcollegelibrary.wordpress.com/">https://mankarcollegelibrary.wordpress.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**

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
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)**

13183

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
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**

63

File Description	Documents
Any additional information	<a href="#">View File</a>
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**

The college IT infrastructure was upgraded every year with specific needs. The interactive board, LCD Projector, Printers, high configuration PCs were installed in the college. Smart classrooms equipped with an interactive board, LCD projector, Digital Podium with the inbuilt system, microphone system and speakers were installed. The whole college has been made wi-fi enabled with cable net internet with speed up to 120 MBPS. Few departments have a Wi-Fi facility now.

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

#### 4.3.2 - Number of Computers

90

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)

2043139

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
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.

Institutional mechanisms for maintenance and up-gradation of the physical infrastructure, academic, and sports facilities, and equipment are as follows. Being a government-run institution, a constant effort is made to provide safe and secure space for equipment and tools. There is a college building committee to look after the maintenance, repair, and construction work related to the building. Construction, repair, and maintenance of the main building and physical infrastructures like water facility, power supply, and maintenance of campus is looked after by this committee. All work is done through the E-tender system by the government agencies as per norms. The minor faults related to the electricity and repairing of the building are attended and repaired by the college electrician, hired technician, carpenters, etc. For the maintenance of toilets and service areas part-time college sweepers, kormobondhu has been engaged in cleaning the toilets, washrooms, and buildings.

Every department maintains stock registers for keeping the list of equipment and other instruments used in the laboratory. The minor faults of laboratory equipment (if any) are attended to and repaired by the concerned department staff or hired technician whenever necessary. Maintain stock register regularly to keep a record of the functional and non-functional items of Computer and IT infrastructure. . For Furniture related items, there is a college caretaker who looks after the maintenance and minor repair work of the furniture and fixtures and other physical infrastructure. He brings the requirements regarding minor repair work to the notice of the worthy principal and certifies after the work is completed.

File Description	Documents
Upload any additional information	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**

1134

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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

74

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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**

C. 2 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**

947

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

947

File Description	Documents
Any additional information	<a href="#">View File</a>
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**

**A. All of the above**



File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<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

21

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

141

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**

06

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.**

09

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 )

Following the statute of the University of Burdwan, the students' union is formed every year by the elected representatives from all the different classes. The Students' Union has traditionally played a very constructive role in the welfare of the students. It safeguards the interests of both the students and the institution. The Student Union of Mankar College always joins hands with faculty members and college administration to ensure the overall development of the college. It organizes different cultural programs to observe important days, such as 'Netaji's Birthday', 'Republic Day', 'Rabindra Jayanti', 'Nazrul Jayanti',

Teachers' Day, Independence Day', Annual Cultural Competitions, Annual Cultural Program, Fresher's Welcome, etc. on the college campus. Participation of students in the Students' Union helps in the development of their organizational skills. Every year, the Students' Union organizes annual college exhibitions on the college campus to encourage the creative side of the students. Due to the Covid-19 Pandemic, most of the programmes in the 2020-2021 academic year have been conducted online with the active participation of students.

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

### 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

13

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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

Mankar College Alumni Association is an integral part of an institution as ex-students are one of the stakeholders of the institution and without their active participation in the welfare of the institution it cannot achieve excellence. Mankar College has a registered Alumni Association (Reg. No. S0005557 of

2019-2020). It has been formed keeping in mind the following objectives:

- To provide a good and strong bridge for the students, faculty and the institute for mutual benefit and synergy.
- To promote a lifelong relationship and to act as a forum for the exchange of information among its members.
- To use the experience, wisdom, zeal, ability, and spare time of the past students of Mankar College for the benefit of the college as well as the society.
- To organize and establish scholarship funds to help the needy and deserving students.
- To exchange professional knowledge, organize technical conferences, seminars workshops & training courses.
- To create interest and motivate the alumni to participate in the progress of the college and make them contribute towards the enhancement of their Alma mater.

In the academic year 2020-2021, a one-day seminar titled Science in Current Society (Dt. 21/12/2021) was organized by the Mankar College Alumni Association in collaboration with the Science Club, Mankar College. In his wonderful presentation, the keynote speaker Dr. Anindya Bose, Senior scientific officer, Dept. Of Physics, The University of Burdwan dispelled several superstitions surrounding our daily lives. It was really fruitful for our college with a rural setting serving the underprivileged students belonging to a largely underdeveloped area on the border of and including the jungle-mahal.

In future, the college is committed to using the full potential of an enterprising Alumni Association for the all-around development of the institution.

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

**5.4.2 - Alumni contribution during the year**

**E. <1Lakhs**

(INR in Lakhs)	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
<b>GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>	
<b>6.1 - Institutional Vision and Leadership</b>	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<p>The vision of the institute is participative all-round development. Keeping in consonance with the vision and mission of the institute college governance engages in student programme that allows them to be enlightened and build their character to be a good human being. The institution constantly endeavours to achieve the same by adopting the following measures: (a) Educating those who need most. The college has played a significant role in implementing the student benefit project introduced by the government by providing Students' Credit Card facility. (b) Repaying the Debt to the Society. The Samabyathi project adopted by the College that provides clothing to the needy in the local region has been a humble gesture of repaying the debt the college owes to the people of the society. NSS also reflects the institutional social responsibility that the college has undertaken. To help the student society efficiently deal with the pandemic situation vaccination camps were organised in the college for their benefit. (c) Moulding personality: changing oneself to be successful and to be accepted by the society. Various skill development programmes-both academic and vocational courses that includes add on courses, webinars etc., and the endeavour of the college in organizing career counselling by GRASS academy on behalf of Global Spirit, Panagarh industrial park, has allowed the college to create an environment where inter and intra personal development can take place.</p>	
File Description	Documents
Paste link for additional information	<a href="https://mankarcollege.ac.in/Covid-awareness.aspx">https://mankarcollege.ac.in/Covid-awareness.aspx</a>
Upload any additional information	<a href="#">View File</a>
6.1.2 - The effective leadership is visible in various institutional practices such as decentralization	

and participative management.

As per the West Bengal Government University and College Administrative Regulation Act, 2017, President of the apex body i.e. the Governing Body of Mankar College nominated by the Department of Higher Education Department, Government of West Bengal. Two other members are also nominated by the Government as member of Governing Body. And one member is nominated by the West Bengal State Council of Higher Education. As per this act the Principal acts as ex-officio Secretary to the Governing Body. He usually delegates or decentralizes management through Teacher's Council, IQAC, Finance Committee, Tender Committee, Purchase Committee and such other committees as required for smooth and participative management. A student member is also present in the apex body. In this way the college administration functions in a decentralized manner.

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

**Curriculum development:** Syllabi set by the University of Burdwan is assiduously followed by the college. Few of the faculty members as a part of the Board of Studies play a significant role in setting it.

**Teaching & Learning:** Classes are held regularly where board work and smart room teaching is efficiently applied by the teachers. During the pandemic college provided Google Workspace accounts so that classes could be taken in a more inter-personal manner. Recording facility, use of online whiteboard and sharing of PPTs allowed the teachers not only to reach out to the students virtually but also to make the learning process more interactive. To further encourage and enhance the learning process the college encouraged the students to participate in online festivals, and events within the college and also without. In the times of pandemic, the college encouraged active virtual participation of students, scholars and teachers alike. On 24/07/2020 the Bengali Department organized a one day national webinar on A Translation

Studies: A Challenging Domain. On 5th and 6th August 2020 the college, in collaboration with IQAC, organized a two day national level webinar on Role of Guidance and Career Counselling in perspective pandemic situation of covid-19. Department of Computer Science organized a fun-filled yet informative e-quiz or Programming Fundamental Quiz on 04/08/2020. Similar initiative was undertaken by the History Department who organized an e-quiz on Epidemic, Culture and State on 08/08/2020. On 18/08/2020 the Geography Department organized a one day state level webinar on A New View of the Solar System. On 26/09/2020 Santhali Department organized one day state level webinar Santhali Literature, Language and Linguistics. 28/09/2020 celebrating Nutrition month Nutrition Department organized one day state level webinar on Immunological Nutrients and Herb Immunity for Covid-19 Management. Department of Sankrit organized a webinar on Role of Ayurveda in Present Situation on 02/10/2020. In association with Netaji Institute for Asian Studies History Department of Mankar College organized an International conference on 12th, 13th, 19th and 20th December where scholars from various parts of the world presented paper on the theme Performance and Culture of Nationalism in Asia. On 09/04/2021 IQAC organized a state level webinar on Intellectual Property Rights in Higher Educational Institutions. On 20/04/2021 IQAC organized a national level webinar on Values in Higher Educational Institutions. The Bengali department organized an international webinar on Adhunik Sahitye Loksanskriti [Folk culture in Contemporary Literature] on 26/06/2021. On the same date organized an international webinar on Latest Technology Trends in Software Industry. On 30/06/2021 Netaji Research Centre was formally inaugurated at Mankar College through a webinar on Finding the Man Behind Netaji. On 08/07/2021 Hindi Department organized a one day national webinar on Faaniswarnath Renu: Srijan ke Vividh Ayaam. Department of Philosophy organized a one day national webinar on East and West: Quest for Resolving some Logical Issues on 18/07/2021. On 27/07/2021 NSS, Mankar College, in collaboration with IQAC organized a one day state level webinar on Finding Hope in Crisis of Covid-19 Pandemic. History department organized an international webinar on 08/08/2021 on Madhyajugiya Bharate Sufibader Bibhinna Dik [Different Aspects of Sufism in Medieval Times]. Department of Commerce organized a daylong webinar on 12/05/2021 on GST in India: Its Implication in Business and Society. Online workshops were organized by the Computer Science Department in collaboration with the Career Guidance Cell and by the Cell separately on WordPress Fundamentals and on Vocational Training and Training and Livelihood Opportunities for Students from 16th to 17th May, 2021, and 28th June 2021 & 20th August

2021, respectively. World Environment Day (By Geography Department in collaboration with the Department of Environment Studies) and World Yoga day (by NSS and NCC) was observed by the college virtually on 20th June 2021 and 21st June 2021, respectively. Department of Political Science organized a webinar on Unity in diversity: Contemporary Indian Scenario on 12/09/2021. As people are trying to return to normalcy post-pandemic the college has played a vital role by encouraging the students to participate in observance of Constitution day on 26/11/2021 held in college auditorium. NSS wing also observed World AIDS day through a student procession and seminar. Cine Club has been opened for the benefit of students to encourage them to come out of the stupor of standstill life instilled amongst them by the pandemic conditions.

**Examination & Evaluation:** Students are informed about the distribution of marks of internal assessment on the departmental orientation day and during regular classes as well, which were conducted online for this session due to the pandemic situation.

? online meetings were held to ensure regularity of online class tests, as a part of the initiative taken by the college for effective evaluation of the students in the virtual mode.

? The attendance and internal assessment marks (assignments, tests and projects) were virtually discussed with students and the Principal personally discussed it with parents and guardians over phone for upgrading the performance of under-performing students.

? A detailed form provided by the University of Burdwan were virtually filled by each of the teacher indicating which papers are currently taught by them so that their names occur in the evaluation schedules of these papers in the evaluation centre. Due to the pandemic centralized evaluation system was decentralized for the benefit of students undertaking virtual examination.

**Research & 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 program. Teachers of the college are encouraged to attend conferences and seminars and undertake research projects. The college has an Academic Research Cell (ARC) to encourage and



support the faculty to take research projects. This cell performs the following major functions: ? Encouraging interdisciplinary research. ? Motivating the faculty of each department to publish articles. ? Monitoring the progress of projects sanctioned to the college.

**Library, ICT & Physical Infrastructure / Instrumentation:** The library has 16241 books. The library has a subscription of 3 magazines 3 journals 2 newspapers and 16 CDs and videos. ? Books are partially bar coded and can be tracked easily through Online Public Access Catalogue (OPAC). The students use these resources and enhance their knowledge by spending quality time in the encouraging environment of the library in the college. All teachers are provided separate login IDs to have access to the INFLIBNET e-journals within and outside the campus. INFLIBNET e-journal facility is available round the clock to about 6000+ e-journals and 1,99,500+ e-books on various fields related to undergraduate and postgraduate courses.

? students have restricted access to the college library printing, scanning and photocopying services. ? The library has a collection of syllabi and past year university question papers of undergraduate courses offered by the University of Burdwan. ? There are over 16 CDs of various books available in the library. Digital reference Services are used to provide satisfactory answers to the varied queries of the students and the faculties alike. The college sports ground has been developed to state level sports standards to allow the students of the Physical education Department a space to practice and they have greatly benefitted from the same as many honours and awards have been won by the students of the college for this change. Online resources were made available in the college website for the benefit of students engaged in virtual mode of study during the pandemic.

**Human Resource Management:** People associated with the college management, academics and administration form its integral part. Utmost care is taken to manage the biggest asset of the college, human resource. In addition to the welfare schemes and facilities following measures are adopted for managing human resource: ? Personal files and data are well recorded and maintained. ? The college has computerized account keeping and administrative system. Pay-slips and PF statements of employees are transmitted electronically. The superannuation benefits are also provided promptly. ? To motivate employees and to honour sincerity

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

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

**Admission of Students:** The admission process in Mankar College is highly transparent and consistent as it is being conducted online. The rules and regulations of the University of Burdwan are strictly adhered to. ? The entire admission process is published in the college prospectus. ? The admissions are purely merit based. For admission to any course form. ? The cut-off lists of various courses are displayed on the college websites and college notice board. ? The admission form and procedure of the college is completely online. ? Each application is processed and analysed very carefully at many levels. The applications are judged on merit and marks are verified personally by the college faculty. ? The college strictly follows the reservation policies of the Government of India for admission of students from SC/ST, OBC, PH categories and Armed Forces/Sports quota. ? The admission process is reviewed and necessary amendments are made, wherever required, by the Staff Council on an annual basis. ? Each student and his/her parents sign an undertaking regarding attendance rules and antiragging activities.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://mankarcollege.ac.in/Seminar20-21.aspx">https://mankarcollege.ac.in/Seminar20-21.aspx</a>
Upload any additional information	<a href="#">View File</a>

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

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

File Description	Documents
Paste link for additional information	<a href="https://mankarcollege.ac.in/Governing-body.aspx">https://mankarcollege.ac.in/Governing-body.aspx</a>
Link to Organogram of the Institution webpage	<a href="https://mankarcollege.ac.in/Pdf/Organogram.pdf">https://mankarcollege.ac.in/Pdf/Organogram.pdf</a>
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	<a href="#">View File</a>
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

#### Teaching

Following welfare schemes and facilities are provided to teaching of the college: ? Academic Facilities: separate staff rooms with Wi-Fi facility and e-resources are available for the employees. ? Leaves: Leave rules of the University are adhered to and employees are granted leave as per their entitlement. ? Thrift and credit society: A cooperative thrift and credit society managed by the staff is successfully running in the college.

#### Non-teaching

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

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

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

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

6

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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**

1

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**

24

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
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

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

External - Accademic audit, University of Burdwan; Administrative audit, Higher Education department, West Bengal Government

Internal- Accademic audit, IQAC.

File Description	Documents
Paste link for additional information	<a href="https://mankarcollege.ac.in/Students-feedback.aspx">https://mankarcollege.ac.in/Students-feedback.aspx</a>
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

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

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

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

File Description	Documents
Paste link for additional information	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)

0

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

Resources are mobilized and utilized by the college in accordance to the best practice scenario set by the Governing Body. The primary fund of the college is generated through the fees collected from the students. An expedient framework is laid down through regular meetings and counselling between the Principal, Finance Committee, and Teacher's Council which is then approved by the Governing Body. Fee collection is done in a systematic way

within a time frame. Students are informed about the time schedule through notifications on college notice boards, and website. After collection of funds, the surplus is invested in fixed deposits of varied tenures.

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

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

## 6.5 - Internal Quality Assurance System

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

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

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



to ensure an upliftment of their future performance.

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

Post Accreditation initiative(s):

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

File Description	Documents
Paste link for additional information	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

In order to enhance the quality of the institution in all spheres, various quality assurance strategies initiated by The IQAC of the institution are as under: All the faculty members are encouraged and supported to participate in Orientation, refresher courses, Workshops, Seminars and conferences related to the teacher-learning process and research. Teachers with Ph.D are also encouraged and motivated to act as research guides for the research scholars. Teachers are also supported and encouraged to

participate in examination evaluation processes. The poor and needy students are provided with financial aid out of the college local fund and the affiliated university does not charge any examination fee to the orphan and disabled students.

Regular meetings of IQAC are conducted under the chairmanship of worthy Principal with the fixed agenda and suggestions are taken from all the members of IQAC for improvement and better implementation of curriculum. All the teachers are encouraged to use audio-visual teaching aids, charts, models etc. for effective teaching-learning processes. Almost all the laboratories are provided with charts, models etc for effective teaching- learning process.

The institution reviews it's teaching learning process, structure and methodologies of operations and learning outcomes at periodic intervals. Some of activites of IQAC in this regard are:

1. Students feedback on faculty, teaching learning process and evaluation: Students feedback significantly shows the actual quality of teaching learning process. The students feedback is conducted as per the following norms: a. All the students are allowed to give feedback on faculty, teaching learning process and evaluation so that actual picture is ascertained. b. After evaluating the feedback from students, the teacher if evaluated with low performance is instructed accordingly. c. The whole process is being operated through IQAC and no other faculty member is involved at any stage. 2. Academic monitoring: The academic monitoring committee conducts regular visit to the classes regarding the regularity and punctuality of class work. The Principal is informed on daily basis. 3. Syllabus Monitoring: The worthy principal (chairman IQAC) keeps vigil on the completion of syllabus and ascertains information regarding the syllabus completed, so that the prescribed syllabus is completed within stipulated time conducted through close monitoring of the departmental meetings.

File Description	Documents
Paste link for additional information	<a href="https://mankarcollege.ac.in/Students-feedback.aspx">https://mankarcollege.ac.in/Students-feedback.aspx</a>
Upload any additional information	<a href="#">View File</a>

<p><b>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></p>	<p><b>B. Any 3 of the above</b></p>
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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	<a href="#">View File</a>
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

This year Mankar College has taken steps to encourage value education among the students irrespective of their gender. This includes values related to respecting the persons belonging to other genders as well. A seminar was organized by IQAC, Mankar College on 20th April, 2021 which focused on the topic - "Values in Higher Education Institutions". The college also focused on the scope of employment for both male and female students. The Career Guidance Cell organized two one-day workshops titled 'Online Workshop on Vocational Training' and 'Online Workshop cum Webinar on Training and Livelihood Opportunities for Students' on 28/06/21 and 20/08/21 respectively, in which special focus was given on the female students, as in rural areas they are often the victims of discrimination at the family level. In collaboration with the Grass Academy, the college has also taken steps to provide Government Exam Preparation Coaching to 100 students under a CSR project by Global Spirit Limited. They had started programs related to it at the college campus on 08/12/21

which shall be continued for the coming six months from the date.

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://docs.google.com/document/d/1llo15SU_tG0IbPJFSrpGeRVsqfFDV4m9/edit?usp=sharing&amp;ouid=112535622298339749609&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1llo15SU_tG0IbPJFSrpGeRVsqfFDV4m9/edit?usp=sharing&amp;ouid=112535622298339749609&amp;rtpof=true&amp;sd=true</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

Our college shares a green campus. Keeping it clean has always been a priority. Therefore, we have the facilities for Liquid Waste Management installed within the campus. The main liquid wastes come from the canteen and the toilets respectively. If they are left untreated, they spread diseases and foul smells. Therefore, the liquid management system is a basic requirement. The liquid waste is collected in covered underground pits with the concretewalls through covered pipelines and sewage systems. The greywater waste is purified through the installed system and is used for watering the field. The college collects the solid waste within the campus, which is then collected by the local body. Mankar College has a Computer Science department. We collect the e-waste in a separate room, from where it will be transferred through the proper official procedure (through

tender) .

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://docs.google.com/document/d/1CBj7ASC3qullebUGlniS4EcPgIbR4vUw/edit?usp=sharing&amp;ouid=112535622298339749609&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1CBj7ASC3qullebUGlniS4EcPgIbR4vUw/edit?usp=sharing&amp;ouid=112535622298339749609&amp;rtpof=true&amp;sd=true</a>
Any other relevant information	No File Uploaded

<b>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>	<b>C. Any 2 of the above</b>
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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**

<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>  <b>1.Restricted entry of automobiles</b> <b>2.Use of Bicycles/ Battery powered vehicles</b> <b>3.Pedestrian Friendly pathways</b> <b>4.Ban on use of Plastic</b> <b>5.landscaping with trees and plants</b>	<b>C. Any 2 of the above</b>
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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**

D. Any 1 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	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<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	<a href="#">View File</a>

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

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

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

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

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

Bhattacharyya, retired professor, Dept of Political Science, Burdwan Raj College to deliver a talk on values, rights, duties and responsibilities of citizens. The occasion was chaired by Prof. (Dr.) Sukanta Bhattacharyya, Principal, Mankar College. He happens to be from the discipline of Political Science as well. The celebration began with reading the Preamble of The Indian Constitution and taking the pledge to abide by the Constitution and fulfil one's duties as a citizen. The Preamble has been displayed in every department and corridor (attached to the administrative section) to make the students and teachers aware of the motto of the Constitution.

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	No File Uploaded
Any other relevant information	<a href="#">View File</a>



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

Mankar College always gives priority to the overall development of the students. Apart from routine wise class, year-long sports and cultural activities, we also celebrate National and International commemorative days to make them aware of the achievements of the Nation as well as the human race. In this year of the pandemic, the celebration was meagre. Still, we celebrated Independence Day in 2020 and 2021 at the campus on 15th August, Republic Day was celebrated on 26th January 2021. We had also celebrated the International Teachers' Day in online mode on 5th September 2020. The college observed the Constitution Day on 26th November, 2021 and the Santhali Language Victory Day on 22nd December 2021.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
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.

### 1. Title of the Practice: Emphasis on Physical Education and Participation in Sports Activities

#### Objectives of the Practice:

Our own Swamiji opined that playing football is better than reading the Mahabharata. In ancient Buddhist viharas they used to teach the students martial arts. "It is exercise alone that supports these spirits, and keeps the mind in vigor." This is a famous quote by Cicero. An educational institute is a place for the growth of the mind. But, as the leaf cannot produce food without a healthy root sucking water from the mud, a sound and peaceful mind cannot exist without a healthy body. Moreover, the way India is shining in sports and athletics it is the duty of any educational institution to encourage its students to continue

the legacy. Keeping this in mind our college encourages the students irrespective of their gender to practice and participate in sports activities and physical education.

#### Context:

The new generation is a couch-friendly generation. Addiction to mobile and computer games have reduced the attraction for outdoor sports activities significantly. Obesity is growing at large and creating a diabetic generation. Even the teenage students are staying at home stuck to the mobile or computer screen and developing heart disease due to lack of physical activities. Moreover, the rat race for white-collar job makes parents blind and they forget that a healthy body is needed for the sound receptive mind.

Mankar College has always kept faith on 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.

#### The Practice:

- We are organising annual sports on regular basis.
- We are participating in inter-college, district level, state level and national sports and athletic 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 in their activities wholeheartedly.
- The college has also taken care of the preparation of sports ground and gym for boys and girls.

**Evidence of Success:**

The taste of the fruit only speaks for the growth of the tree. The way our college has performed and achieved in several sports competitions in the last few years, speaks for the success of the practice of encouraging sports and physical education. The achievements of this session are mentioned below.

- The men's Kabaddi team of the college got the second position in the tournament organised by the Burdwan University Sports Board.
- The girls received 2nd position in 100mts run and 1st position in long jump in the University Sports Competition.
- From the boys we also have the 3rd position in the 200mts race in the University Sports Competition.

**Problems Encountered and Resources Required:**

Problems Encountered - Ours is a rural college. Most of the students are from poor families who even can not afford meal twice a day. But athletics and sports require a good meal and a balanced diet. Moreover, good shoes, other equipment are often costly. Often aids are provided by the college, but that is never sufficient. Many leave in between - some due to malnutrition, some to engage in employment to provide for the family. Even, affording specialised trainers for event is impossible at times.

Resources Required - "Men, men, these are wanted: everything else will be ready." This observation of Swami Vivekananda is ever a truism! We have dedicated students and faculty. But it is always better to have more skilful faculties to train the students properly. Proper provisions for financial aid 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: Observing the Constitution Day at College on 26th November

The objective of the Practice: Constitution Day also known as 'Samvidhan Divas', is celebrated in our country on 26th November every year to commemorate the adoption of the Constitution of India. On 26th November 1949, the Constituent Assembly of India adopted the Constitution of India, which came into effect from 26th January 1950. It is the duty of all citizens to abide by the law and make it a practice to live

according to the laws. It is also important to be aware of one's fundamental rights. Keeping this in mind the college takes initiative to celebrate Constitution Day each year on 26th November.

**Context:** So many people are unaware of their fundamental duties and rights. As a result, they are often found to break laws unwillingly, as well as get deprived of what they should get from the state. Ours being a rural college, we have a large number of students and their families face the same problem. In this context, it is really important to make the students aware of the constitution so that they can help themselves as well as their family members.

**The Practice:**

We arrange talk by eminent persons, lawyers and judges on the day to make the students aware of their rights and duties.

Throughout the year we discourage anything within campus which does not abide by the constitution.

In 2021, on 26th November, which is celebrated as the National Constitution Day we invited Prof. Jyotirmoy Bhattacharyya, retired professor, Dept of Political Science, Burdwan Raj College to deliver a talk on values, rights, duties and responsibilities of citizens. The occasion was chaired by Prof. (Dr.) Sukanta Bhattacharyya, Principal, Mankar College. He happens to be from the discipline of Political Science as well. The celebration began with reading the Preamble of The Indian Constitution and taking the pledge to abide by the Constitution and fulfil one's duties as a citizen.

**Evidence of Success:** Each year the number of students attending this program is increasing, which shows the growing interest among the students.

**Problems Encountered and Resources Required:** A day's awareness program is not adequate. The Constitution has to be inculcated in syllabi like the study of ethics and values.

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

### 7.3 - Institutional Distinctiveness

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

As Mankar College is located adjacent to the Jungle Mahal of the former Maharaja of Bardhaman, it caters to the demand of 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 encourage the students from these backward areas to enlighten themselves with the blessings of education and shine in life. Even there is a facility to study under Netaji Open University on our campus, which allows them to continue education while managing their employment simultaneously. Women's education and employment is often discouraged among these socially and educationally backward families. Throughout the year we try to encourage the female students on the importance of being employed. Another thing is the hygiene of women during the days of menstruation. Often, they are either unaware of or can't afford hygiene during those days and thus miss classes. We have installed a sanitary napkin vending machine in the girls' common room to help them with the problem.

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

7.3.2 - Plan of action for the next academic year

1. Introduce Economics honours in B.A and Environment Science honours in B.Sc and M.Sc in Computer Science in the coming session.

2. Introduce 6 months certificate course in Yoga for which affiliation has already been sought from the University of

Burdwan.

3. Planned to establish a soil testing laboratory under the supervision of Department of Geography to extend help to the farmers of the local community.

4. Planned to send a proposal to the Government of India, Ministry of Non-conventional and

Renewable Energy for installation of Solar Panels on roof top of Annex building.

5. Planned to face 3rd cycle of NAAC in the coming session.

NAAC