



SELF STUDY REPORT
FOR
3rd CYCLE OF ACCREDITATION

MANKAR COLLEGE
BHATKUNDA HIGHWAY, MANKAR
713144

www.mankarcollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

February 2023

Executive Summary

Introduction:

The journey of Mankar College began on 26th September 1987 in Mankar, a thriving village in the district of Purba Bardhaman, West Bengal. It was affiliated with the University of Burdwan (UGC 2f & 12B dated 13.2.1992) After the establishment of Kazi Nazrul University, Asansol the college was affiliated with the

same from 24th June 2015. After the fission of the Burdwan district Mankar college was reaffiliated with the University of Burdwan in May 2017 (G.O no. 580-Edn(U)/1U(B)-12/17 dated 29th May 2017). Mankar has a rich history of accomplishments and awareness. Pandit Ishwar Chandra Vidyasagar established a normal school in Mankar in the late nineteenth century. But lack of academic institutions for higher education was observed from the sixth decade of the last century. This aspiration and struggle of local people led to the formation of a trust in 1967 for the foundation of a higher educational institute.

The college has a campus of 45981.29 sq.m approx with a lush green coverage of 22643.45 sq.m. Academic and administrative activities are carried on in a four-winged three-storied building and an annexe building. Mankar College began its journey with the permission to teach six subjects of a B.A. two-year General Degree Course. Now thirty programs are running in the Arts, Science and Commerce stream which include the honours course in thirteen subjects. Nutrition in the honours course and Chemistry in the general course has been introduced in the 2018-19 session. A postgraduate course in Bengali has been introduced in the 2019-20 session. The college was graded as B+ in the 2nd cycle of NAAC in December 2016.

The college has adequate teaching and learning facilities along with a peaceful cultural environment. Teachers are sincere, academically updated and seriously involved in the teaching process. The teaching-learning process, admission, internal assessment, outreach programmes and other student-centric activities are strictly monitored and carried on by the teachers under the devoted and efficient leadership of the principal. The non-teaching employees of the college provide the backbone of the institution through their dedication and efficiency. Through dedication, it achieved goodwill which the college is proud of.

Vision:

An academic institution progresses with certain visions. These visions decide the future planning of the college. Mankar College also mothers some visions and sets the goal according to that.

- The motto of our college is **Sa Vidya Ya Vimuktaye** (Education that emancipates). The institute believes in imparting education that liberates learners from all sorts of narrow thinking that prevent them from soaring higher in life. The vision of our college, thus, is to generate intellectual and social consciousness.
- It has been the utmost priority of the institution to educate those who despite having
- Merit, lack proper means.
- The institute has constantly strived to open up an avenue of quality education for those who remain economically and socially relegated to the periphery.
- Providing value-based education has been a central criterion of the institute
- participative and all-round development of the students
- Providing a holistic environment to achieve academic excellence in tandem with humanistic qualities
- Educate the students to mould their personalities.
- Education for inculcating patriotic and nationalistic fervour among the students
- The founders envisioned the process as a way of repaying one's debt to society
- Institute has the goal to attain the objective targeted by the National Education Policy of Higher Education.

Mission:

The vision mission forms the cornerstone of the institution that strengthens its goal to provide education to all and to enrich its purpose of achieving the same. Based on the institutional vision, the college has strived to educate those who seldom find an opportunity to benefit from education.

- The process has been intended to groom every student associated with the institution and through them the larger part of the community into disciplined members of society.
- The mission is to mould the personality of the students, preparing them not merely for successful careers but also training them to become good human beings and responsible citizens of the nation.
- The analytical bent of mind is honed by encouraging the students to ask questions and by allowing them to freely express their opinion.
- However, the institution carefully supervises the growth so that the students, as future citizens of the nation, can be taught to appreciate the cost of freedom with utmost responsibility.
- To achieve this mission the institution continues to uphold the following core values: discipline, determination, dedication, integrity trust, and interest involvement and all national values.
- To extend ICT based teaching-learning process.
- To nurture the research orientation of the faculties.
- To prepare students for getting exposure to increase employability.
- To Maintain academic progress to produce intellectually advanced and morally upright youth to face global challenges.
- To keep the campus environmentally sustainable and maintain the socio-cultural integrity of the society.
- To keep the practice of institutional governance in tune with the vision and mission of the college.

SWOC***Institutional Strength :***

There are several important areas which add to the strength of the college.

- Focus on academic discipline and integrated development.
- Supportive infrastructure including an academic and administrative building, library, and laboratories.
- Increase in ICT-enabled classrooms.
- Increase the use of ICT and LMS in the teaching-learning process.
- Construction of Annex building utilizing grant of RUSA 2.0 which provides more space for academic and administrative purposes.
- E-governance has been increasingly used in academics, administration, student support and financial management.
- Several MOU has been signed with a different academic institution and industry for faculty and student exchange, and other industrial collaboration.
- Dedicated and sincere faculty members always try to maintain a good teacher-student relationship.
- Disciplined, obedient and well-mannered students.

- Cordial relationship among the stakeholders.
- The growing involvement of research.
- The organization of seminars by departments is beneficial for the students and teachers.
- Except for academics students are encouraged through cultural activities, sports, and other co-curricular activities.
- Community services and outreach programmes are conducted through NSS and NCC both of which are strong wings of the college. NSS also collaborates with the local NGO – “Mangalam” to conduct different community services.
- College participated in NIRF since the 2018-19 session.
- Results of the students in the University examinations over the years have remained a plastic and tobacco-free campus with lush greenery of about 5 acres.
- The College has an equipped gymnasium for the students and teachers.
- It also has a studio for E-content development.

Institutional Weakness :

However, there are certain weakness

- Absence of an adequate number of office staff.
- Lack of a sufficient number of classrooms to keep pace with an increasing number of students.
- Lack of instruments in a few laboratories.
- Lack of adequate space in laboratories.
- Lack of adequate books in the library.
- Students belonging to poor socio-economic backgrounds very often discontinue their studies and are unable to complete the course.
- Lack of funded projects, patents and consultancy.
- Lack of an adequate number of courses in the science stream.

Institutional Opportunity :

- Increased utilization of ICT in the teaching-learning process.
- Use of LMS along with normal classes.
- More importance in job-oriented courses.
- Prepare students for placement through carrier guidance cells.
- Increase the stock of books and journals in the library.
- More involvement of faculty in research.
- Set institutional targets following National Education Policy.

- Initiative for institutional research publication.
- Upgrade the existing wastewater management system.
- Upgrade the existing rainwater harvesting system.
- Installing solar panels to use non-conventional sources of energy.
- Construction of an indoor stadium with an auditorium for the development of sports.
- Preparing a standard volleyball and badminton court for the practice of students.

Institutional Challenge :

The college continuously strives to progress, but this comes at the cost of continuous challenges. However, the college tries to overcome them with all its efforts.

- Arrange new grants for infrastructural development.
- Arrange accommodation for an increasing number of students by constructing new classrooms.
- Provide more spacious accommodation for laboratories.
- Equip and update the laboratories with modern and sufficient instruments.
- To maintain the quality of the result of the students in university examinations.
- To prepare students for better placement.
- Holistically prepare students to face the contemporary world.
- Help to grow the students by providing valuable education.
- Introduction of new subjects especially in the science stream for the benefit of the students.

Criteria wise Summary

Curricular Aspects :

Mankar College runs thirteen Honors courses and seventeen general courses. Efficacy of curriculum development ensures the listing and sequence of topics, clarity and accuracy of topic presentation. To implement this, timely publication of class timetables is made for the CBCS system. The college follows strictly the academic calendar as prescribed by the parent university. The institution also prepares a flexible academic calendar for the college. As per the requirement of the CBCS curricula of The University of Burdwan, internal assessments are mandatorily carried on twice a semester in the form of written examinations, assignments/projects, PowerPoint presentations, viva-voce, class performances and attendance. All internal assessments are conducted as per the academic calendar of the college and the schedule of the affiliating university.

The institute under the parent university believes in the holistic development of students. Hence, the curriculum of the university apart from being interdisciplinary and multidisciplinary incorporates issues of equity, social justice, professional ethics, gender, environmental protection, and sustainability. In each subject, wherever possible, classroom teaching integrates major social issues like gender, professional ethics, human values, environmental issues etc. For

example, the geography department has a practical course in environmental geography. The Sanskrit department has courses on “Ethical and Moral issues”, “Environmental awareness”, and “Art of balanced living”. The philosophy department offers a course on “Western Ethics “. The English department offers courses on “Woman and Empowerment” The curriculum of the Bengali Department (PG) also talks about gender and woman empowerment.

The Annual function every year focuses on major social issues related to life. These occasions are a way of helping the student grapple with complex issues of existence and inculcate strong values that help them in later adult life. However, most importantly, the students are exposed to different extension activities and the team works where they learn the core of a highly ethical professional life while preparing for viva-voce, seminars, drama, making their wall magazines and departmental stall.

The institution in the last five years has introduced several add-on courses like Introduction to GIS, Web page designing, Artist in me, spoken English, Human Rights in india, Ollchiki script etc.

Teaching-learning and Evaluation :

Mankar College instigates continuous efforts on student-centric learning. From the session 2018-19 as per the decision taken in the IQAC meeting (Meeting: 2/18-21), the college initiated systematic implication of student-centric activities by keeping department-wise records of student-centric learning. The types of such are Experimental Learning, Participative Learning, Problem Solving Learning. We have also introduced the Integration of ICT through Students Centric Learning.

The teaching faculties of the college participated actively in formulation of Course Outcomes and Programme Outcomes (COPO). Initially IQAC, Mankar College, conducted a meeting in the session 2017-18 (Meeting: 6/15-18) to provide general guidelines for preparing COPO and deliberated on aims and objectives of COPO. The College Principal asked the HODs for organizing departmental meetings to formulate COPO. The list of COPOs thus formulated was finalized in a departmental meeting. With modification and corrections, the final draft of COPO was prepared and submitted to the coordinator, IQAC.

At the commencement of each semester, every 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 programme outcomes. Similarly, during the beginning of individual courses respective teachers elaborate module-wise course outcomes and try to relate them to programme outcomes. Hence, students are made aware of course/programme expectations at the very commencement of the teaching-learning process.

Mankar College maintains an impartial and transparent Internal Assessment system under the supervision of the Internal Assessment Committee. At the beginning of each semester, the committee arranges meetings and frames the schedule of internal assessment after discussion with the Principal and all HODs. The departmental heads are requested to submit question papers on or before a scheduled date. After receiving all questions papers HODs call a departmental review meeting with respective paper setters for moderation. Thereafter, HODs submit question papers to the College office for printing or photocopying. The students are informed about the date of assessment in advance through notification by the college and at the same time departmental heads notify about the modes of internal assessment.

Research, Innovations and Extension :

Research and Innovation are the driving forces which accelerate a society towards holistic development. Our college believes that academia without research is fruitless and adds little value to the society. Hence, the institute has put tremendous effort in motivating the faculties and students in research activity and academic upgradation. The college conducts various research-based seminars and webinars to inspire the students and the teachers to pursue research. Faculties and students are encouraged to attend research-based seminars, workshops and faculty development programs organized by other institutions to enhance their skills. The policy regarding funding of part of the registration fee of attendees has been passed in the Governing Body. The teachers are also encouraged to attend FDPs and Short-term courses in order to keep up with the recent trends and advances. The faculties attending professional courses are granted leave. Projects are assigned to the students of 6th semester in the Department of Mathematics and Computer Science in order to equip the students for their future research endeavors. The college library provides access to Infilbnet under the N-list programme which has made many scholarly resources available to the students and teachers. Faculties have published books, papers in journals of UGC Care List and as book chapters. Institute has signed seven MOUs with different academic institution, industry and organization for collaboration.

Motivated thus by the conviction that one must give back to the society in the same measure that one receives from it, the students, being the future of society are always encouraged to bear different social responsibilities under the guidance of the teachers. Our college has been organizing different extension programs through NCC and NSS. The days having utmost social importance like World AIDS Day, Anti-tobacco Day, World Earth Day, International Yoga Day, Rashtriya Ekta Divas, National Youth Day are observed regularly by NCC and NSS every year. Swacchta Pakhwara, blood donation camp, free health check up camp, thalassemia screening camp, awareness programmes in adopted village, plantation programme have been organized by NSS. Through Samabyathi project the college also extend help to the economically backward people of the community.

Infrastructure and Learning Resources :

The institution has adequate infrastructure which complements its vibrant academic environment. The College also ensures that the teaching-learning process is maintained at an optimal level by providing adequate infrastructural arrangements. The college is furnished with sufficient big classrooms along with a Teachers' Common Room in the main building. Besides that, almost every department has been provided with separate Departmental Teachers' Rooms with allocation of physical infrastructure by the academic strength of the concerned department. A separate AC auditorium hall has also been made for smooth conduct of seminars, workshop etc. The college also has a few dedicated ICT-enabled classrooms for teaching-learning. The science departments of the college have adequate laboratories that are furnished and arranged in latest modular pattern. The college can boast of a green campus with a sprawling playground which is used for arranging outdoor games like badminton, sprint events, long jump, shot put and discus throw etc. during annual sports competitions. The college has a Gymnasium built in 2020 which can accommodate a large number of students. The College also encourages students to take part in various cultural activities and organizes various cultural events throughout the year. Wall magazine is prepared by almost all departments where students contribute their articles, drawings and sketches under the supervision of teachers. The central library of Mankar College provides a base for knowledge dissemination within the institution and also enables connectivity with online knowledge resources. For automation of library ILMS software SOUL 2.0 started at 2011 and now shifted to Koha Cloud Services in December, 2022. The library is fully automated now and it uses almost every module of Koha for the utmost utilization of the resources. Through the library, the college has access to several e-resources like shodhganga, e-ShodhSindhu, N-list etc. Apart from these the institution has a

very robust and updated IT facility that is comprehensive as well as secure. The college campus uses a dedicated cable-net (fiber optics) internet lines each of which has a speed of up to 125 Mbps that connects each department of the college.

Student Support and Progression :

Students being the main stakeholder of the institution are always given the highest priority regarding their all-around development. Students are made aware of different scholarships sponsored by government and non-government agencies. The eligibility criteria and other detail of the scholarship are displayed on the office notice board and also provided on the college website. The college tries its level best to provide the support of scholarships to the students. Many students belonging to an economically backward class benefit from this endeavour. For the benefit of the student, the college has taken initiative to groom students for placement through a career counselling cell. The career counselling cell in collaboration with Grass Academy conducted a course to prepare students for competitive examinations. Different capacity-building and skill-enhancement programmes have been initiated by the department. A yoga training course has been organized in collaboration with Bharat Swabhiman Trust, Patanjali, Durgapur. A karate class for self-defence for girl students has been introduced.

The Institution has a transparent mechanism for the timely redressal of student grievances including sexual harassment and ragging cases which operates through the Anti-ragging Committee, Disciplinary Committee, Grievance redressal committee and committee for Prevention of Sexual harassment.

Students are continuously encouraged to higher education. From all departments, students register in different courses of higher education. Students have been awarded in sports at the university, State and national levels. For the all-around development of the students, the college always encourages their participation in cultural programmes.

A college cannot thrive on its own. The ex-students are one of the stakeholders of the college and without their active participation in the welfare of the college, it cannot shine and rise. The primary objective of the formation of this association is to channel the experience, wisdom, zeal, ability, and spare time of the past students at Mankar College for the benefit of the college as well as society. The college has had a registered alumni association since (Registration No. is S0005557 of 2019-2020.). The Alumni association is working with selfless intentions for the growth and development of the college.

Governance, Leadership and Management :

The nature of the governance practised by the institution is in tune with the vision and mission of the college. A decentralized and transparent system is present where the position of the Principal is apex among the peers heading several committees that work in tandem with government instructions, past traditions and challenges posed by the global society.

The institution is defined by an organizational structure and governance that focuses on providing quality education to primary stakeholders. The Governing Body ensures effective management on the campus. It sanctions proposals, plans and budgets for institutional progression. IQAC initiates innovative practices, plans and activities. The internal Complaint Cell functions effectively in the College to prevent sexual harassment. Teachers participate in decision-making

along with GB members through committees. All appointments of the Teaching and Non-Teaching Staff are done in accordance with the norms and regulations of UGC and the West Bengal Higher Education Department. The Bursar supervises various college financial matters, property accounts, and their audit.

The welfare of the teaching and non-teaching staff is upheld by the management as a prime concern. Teachers are encouraged to participate in seminars and conferences. Duty leave is granted for Orientation/Refresher courses/short-term courses / FDP and Seminars/ Workshops etc. Fellowships and Research projects are encouraged and supported. Research room facilities have been provided to faculties along with computers, laptops and internet facilities.

The institution encourages and practices appraisal mechanisms both within and without to ensure quality and cooperation within the college. The institution is eligible to receive funds from the state government as well as Central government agencies like UGC, RUSA, etc. It also receives grants and financial assistance in the form of scholarships for students. The Principal monitors the utilization of funds. The financial audit of the grants and funds received from government sources and non-government sources is conducted according to the prevailing rules.

The IQAC plays a pivotal role in institutionalizing the quality-building initiatives of the institution and in sustaining the quality of educational services. The IQAC monitors the teaching-learning strategies implemented in the institution and makes effective interventions.

Institutional Values and Best Practices :

The divine process of creation and creativity demands equal participation from men and women. Mankar College, being a responsible academic institution meticulously follows these lines by Kazi Nazrul Islam. The college treats its male and female students equally and encourages equal participation from male and female students in every event. Being a rural college, it gives special impetus to confirm that the female students of the nearby villages and townships get access to higher education based on merit. The college also confirms that the female students get scholarships and Kanyashree in due time.

Keeping with the tradition established by the seniors the current body of the college tends to celebrate different national and international commemorative days and festivals. These make the students aware of the cultural spirit of inclusion and ethnicity celebrated by the nation for centuries. Important days like Independence Day, Republic Day, International Mother Language Day, Teachers' Day, Constitution Day and festivals like Saraswati Puja and Film Festivals are observed by the college. The college has a lush green campus. The college contributes to building and maintaining a campus that encourages awareness of Nature among the students and the staff and keeps the air pollution-free within the campus. The college has developed a system of rainwater harvesting. The college maintains a dedicated solid and liquid management system to keep the campus clean and pollution free. Also, the College maintains a plastic-free and tobacco-free campus.

‘Samabyathi’ is a project undertaken by the college following the footsteps of Pandit Ishwar Chandra Vidyasagar.

The two most important best practices by the college are focussing on Physical Education by confirming involvement in games and sports by the students, and the regular celebration of different events as well as commemorative days for the all-round development of the students. Apart from that, the digitalisation of the library as well as the student management system and regular collection of feedback from the stakeholders are some important practices by the institute. In the last few years, students have earned accolades from district, state and national platforms.

We believe - Sa Vidya Ya Vimuktaye.

Profile

BASIC INFORMATION

Name and Address of the College	
Name	MANKAR COLLEGE
Address	Bhatkunda Highway, Mankar
City	Mankar
State	West Bengal
Pin	713144
Website	www.mankarcollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Sukanta Bhattacharyya	0343-2517269	9434839968	0343-2517269	principal@mankarcollege.ac.in
IQAC / CIQA coordinator	Srabanti Ghosh	0342-2530139	9433856399	0342-2530139	iqac@mankarcollege.ac.in

Status of the Institution

Institution Status	Grant-in-aid
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Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details				
State	University name	Document		
West Bengal	University of Burdwan	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC	13-02-1992	View Document		
12B of UGC	13-02-1992	View Document		
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions				
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?			No	
Is the College recognized for its performance by any other governmental agency?			No	
Location and Area of Campus				
Campus Type	Address	Location *	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Bhatkunda Highway, Mankar	Rural	11.362	2888

ACADEMIC INFORMATION

Details of Programs Offered by the College (Give Data for Current Academic year)						
Program Level	Name of Program/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Bengali	36	Higher Secondary and equivalent	Bengali	360	359
UG	BA,Bengali	36	Higher Secondary and equivalent	Bengali	72	66
UG	BA,English	36	Higher Secondary and equivalent	English	100	68
UG	BA,English	36	Higher Secondary and equivalent	English	72	66
UG	BA,Political Science	36	Higher Secondary and equivalent	Bengali	32	25
UG	BA,Political Science	36	Higher Secondary and equivalent	Bengali	200	135

UG	BA,History	36	Higher Secondary and equivalent	Bengali	32	28
UG	BA,History	36	Higher Secondary and equivalent	Bengali	250	233
UG	BA,Geography	36	Higher Secondary and equivalent	Bengali	60	34
UG	BA,Geography	36	Higher Secondary and equivalent	Bengali	40	40
UG	BA,Hindi	36	Higher Secondary and equivalent	Hindi	150	45
UG	BA,Hindi	36	Higher Secondary and equivalent	Hindi	49	31
UG	BA,Sanskrit	36	Higher Secondary and equivalent	Bengali	40	29
UG	BA,Sanskrit	36	Higher Secondary and equivalent	Bengali	200	72
UG	BA,Philosophy	36	Higher Secondary and equivalent	Bengali	200	150
UG	BA,Philosophy	36	Higher Secondary and equivalent	Bengali	40	31
UG	BSc,Computer Science	36	Higher Secondary and equivalent	Bengali	49	33
UG	BSc,Computer Science	36	Higher Secondary and equivalent	Bengali	40	3
UG	BSc,Mathematics	36	Higher Secondary and equivalent	Bengali	32	10
UG	BSc,Mathematics	36	Higher Secondary and equivalent	Bengali	40	5
UG	BSc,Nutrition	36	Higher Secondary and equivalent	Bengali	25	4
UG	BCom,Accountancy	36	Higher Secondary and equivalent	Bengali	98	22
UG	BCom,Accountancy	36	Higher Secondary and equivalent	Bengali	56	42

UG	BA,Santali	36	Higher Secondary and equivalent	Santali	25	21
UG	BA,Santali	36	Higher Secondary and equivalent	Santali	40	27
UG	BSc,Physics	36	Higher Secondary and equivalent	Bengali	40	5
UG	BSc,Chemistry	36	Higher Secondary and equivalent	Bengali	15	2
UG	BA,Economics	36	Higher Secondary and equivalent	Bengali	100	6
UG	BA,Physical Education	36	Higher Secondary and equivalent	Bengali	100	90
PG	MA,Bengali	36	Higher Secondary and equivalent	Bengali	21	17

Position Details of Faculty & Staff in the College

Teaching Faculty

	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				0				28			
Recruited	1	0	0	1	0	0	0	0	21	6	0	27
Yet to Recruit	0				0				1			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff

	Male	Female	Others	Total
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Sanctioned by the UGC /University State Government				22
Recruited	13	1	0	14
Yet to Recruit				8
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff

	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				5
Recruited	5	0	0	5
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	1	0	7	4	0	13
M.Phil.	0	0	0	2	0	0	3	0	0	5
PG	0	0	0	1	0	0	8	1	0	10
UG	0	0	0	0	0	0	0	0	0	0

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

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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	37	25	0	62

Provide the Following Details of Students Enrolled in the College During the Current Academic Year						
Program		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1150	0	0	1	1151
	Female	1559	0	0	1	1560
	Others	0	0	0	0	0

PG	Male	2	0	0	0	2
	Female	15	0	0	0	15
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	93	106	97	89
	Female	128	127	125	85
	Others	0	0	0	0
ST	Male	24	19	19	13
	Female	29	20	12	11
	Others	0	0	0	0
OBC	Male	79	50	48	46
	Female	75	79	61	39
	Others	0	0	0	0
General	Male	296	253	223	261
	Female	364	326	329	285
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1088	980	914	829

Provide the Following Details

Number of Programs	Self-financed Programs offered	New Programs introduced during the last five years
	0	3

Provide the Following Details		
Unit Cost of Education	Including Salary Component	Excluding Salary Component
605.537	73899956	1702772

List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Departments	UG	PG	Research
Hindi			
Physics			
Political Science			
Accountancy			
Computer Science			
Chemistry			
Mathematics			
Philosophy			
Sanskrit			
English			
Santali			
Nutrition			
Bengali			
Physical Education			
Economics			
History			
Geography			

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:

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

2. Academic bank of credits (ABC):

Academic Bank of Credits (ABC) is a virtual and digital storehouse that contains the information of the credits earned by individual students throughout their learning journey. It has been established on the lines of the National Academic Depository (NAD). NAD is the backbone of ABC, where the students' academic data are held and academic awards are stored. Academic Bank of Credit is an online centralized system which helps in credit accumulation and redemption. It enables student mobility and academic flexibility. Our HEI is affiliated to The University of Burdwan and the examination is conducted and result is also published by the university. Credits of all UG students are kept in the NAD account of the university from where our students also can get their credit whenever needed. Students can get certificate information by providing his / her BU Roll No. from BU NAD Digilocker Telegram Bot : https://t.me/bunaddigilocker_bot. Institutions / Students can view BU NAD Digilocker Certificate Upload Status Report: <https://tinyurl.com/2ou7fv3x>. Our HEI has initiated to make account of individual students in Academic Bank of Credit so that they can get their credit information easily and transparently from a digital platform.

3. Skill development:

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

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

The civilisation that originated in Indian sub-continent is one of the oldest in the world. The rich heritage of knowledge of this civilisation is known world-wide. After the anglicisation of the education during the colonial period, India has continuously tried to rejuvenate its past and as a part of that the educational curriculum were integrated with Indian Knowledge system. Mankar College always tends to integrate the same in the academic ambience of the college. The motto of the college is a Sanskrit phrase – “Sa Vidya Ya Vimuktaye” which votes for the free spirit of learning. The college has dedicated departments for teaching Indian language and culture. The department of Sanskrit, Hindi, Santali and Bengali are not only language departments but they look after the cultural development of the students. Every year cultural programme is organised on 21st February, the International Mother Language Day. Teachers speaking different languages participate in it to motivate students. Throughout the year literary and cultural competitions are organised giving equal priority and chances to the students of different language. As a part of it on 22nd December we celebrate Santali

	Language victory Divas and the Hindi Pakhwara in between 14th and 30th September every year. We also encourage the students to take part in different online courses on Indian Language, Culture and Tradition enlisted in web portals like SWAYAM.
5. Focus on Outcome based education (OBE):	<p>The CBCS curriculum of the University of Burdwan offers core course, discipline specific elective course, skill enhancement course and ability enhancement course which leads to all-round development of a student. In outcome based education Curriculum is designed , teaching is oriented and advancement is determined to achieve the goal of understanding of learning as a broad performance capabilities rather than as specific curriculum skill. Outcome based education integrates vision and mission of the institution as well as the department. It aims to attain the programme outcome (PO) and course outcome(CO). In the CBCS curriculum framed by Burdwan University and followed by the HEI the principle of outcome based education has been followed. Learning of academic writing and development of communicative skill are important outcome of English literature. Curriculum of computer science targets to develop programming skill , development of engineering skill. The curriculum supports the student to become a web developer, system engineer, network engineer, programmer and take part in many other fields. A student of Geography may be benefitted from this outcome based curriculum and may establish as a spatial analyst after getting the knowledge of remote sensing and GIS techniques. Many curriculums integrate crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability which are broadly focused to outcome based education as recommended in NEP,2020.</p>
6. Distance education/online education:	<p>Our college has regular programmes affiliated with the University of Burdwan and programmes in open university mode affiliated with the Netaji Subhas Open University, Kolkata. The college is a study centre of Netaji Subhas Open University, a recognized open university for distance learning. The goal of distance learning is to offer everyone equal opportunities to develop their abilities, to improve their level of education and to retrain for a new career. Those who are unable to join regular universities due to various reasons can also enroll in distance education. In rural area very often the girl students, economically backward and socially under privileged students cannot continue studies due to number of limitations. For these students distance education offers a flexible education system which helps them fulfil their aspiration. The study centre of our college started its journey in 2004. It offers Bengali, English and History honours in UG level. In PG level courses</p>

offered are Bengali, English, History, Political Science, Commerce, Education , MSW. UG and PG courses in Library and Communication science are also offered. In 2021-22 total students inclusive UG & PG level was 652. Teachers with good academic background are engaged as faculties. The result of the students of distance courses are satisfactory

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	NIL
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	NIL
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	NIL
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	The College has taken an initiative to instil a democratic spirit amongst the students through awareness programs like the observance of Constitution Day. Students are made aware of the various rights and duties associated with the electoral process. Committed to making good citizens out of the students the college uses the occasion of the Constitution Day to make enfranchisement a part of their character-building framework.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	NIL

QIF

1. Curricular Aspects

1.1 Curricular Planning and Implementation

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

Answer:

Efficacy of curriculum development ensures listing of topics, sequence of topics, clarity, accuracy and appropriateness of topic presentation. The institution ensures emphasis on topic delivery, completing in proper frequency with depth and pace. To implement this, timely publication of class time table is made. The college has a routine committee which drafts a Master timetable for the entire college, in accordance with which the departments prepare their own time tables, showing honours and general classes for every semester as well as core courses, generic elective and ability enhancement compulsory courses for CBCS system. The departments keep the records and documents of the curriculum delivery and upgrade the progress of the students in respect of attendance and internal assessment. Here, teachers of the departments act as mentors and interact with the respective mentees to get acquainted with their problems and need. At the beginning of each semester, all the HOD of departments places requirements(if any) to the academic committee/TC of the college and the academic committee/TC of the college does the needful to run courses smoothly .

The college follows strictly the academic calendar as prescribed by the parent university. The institution also prepares a flexible academic calendar for the college as a whole for the benefit of the students. The college prospectus is displayed on the webpage of the college for easy reference so that the students are aware of the academic session activities. This includes the subject combinations, CBCS details etc. The college encourages teachers to participate in different faculty exchange programmes, seminar, and workshop on syllabus, refresher courses and orientation programmes. The teachers are also advised to publish papers in scholarly journals and do research work in their respective subjects. The department conducts group discussion, debate and quiz on different subjects relevant to their curriculum.

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

File Description	Document
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1.2 Academic Flexibility

1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years**Answer:** 8

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

1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years**Answer:** 2.86**1.2.2.1 Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years****Answer:**

2021-22	2020-21	2019-20	2018-19	2017-18
30	82	104	60	35

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

1.3 Curriculum Enrichment**1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum****Answer:**

The institute and well as the parent university strongly believe in the holistic development of its students. Hence, the curricula of the university apart from being interdisciplinary and multidisciplinary, incorporates issues of equity, social justice, professional ethics, gender, environmental protection, and sustainability. Every undergraduate student of the college, on an average, mandatorily completes four credit courses on environmental studies . However, in each subject, wherever possible, classroom teaching integrates major social issues like gender, professional ethics, human values, environmental issues etc. in various ways within the parameters of the syllabus. For example the geography department has a practical course(Core Course -10 and CC-1D) of environment geography. The Sanskrit department has courses on “Ethical and Moral issues” , “Environmental awareness”, and “Art of balanced living”. The philosophy department offers one six credit core course on “Western Ethics “. English department offers a disciplined specific elective course on “ Environment and literature”. They also offer generic elective course on “Woman and Empowerment” , which discusses issues on social construction of gender.

The curriculum of Bengali Department (PG) also talks about gender and woman empowerment (MA BENG-204 and 205) . Through Environment Studies project work, the students gain practical knowledge related to the environment. Human values are communicated, discussed in classes almost every day by teachers. The Annual function every year focuses on major social issues related to life. These occasions are a way of helping the student grapple with complex issues of existence and inculcate strong values that help them in later adult life. However, most importantly, the students are exposed to different extension activities and team works where they learn the core of a highly ethical professional life while preparing for viva-voce, seminars, drama, making their wall magazines and departmental stall.

The development of a holistic perspective by integrating the cross-cutting issues in conformity with the changing socio-economic and technological changes is the natural outcome of the above mentioned courses and academic activities. The mission and vision of the institution are also very transparent and relevant in this context. The ultimate aim of the institution is to facilitate overall development among students towards life, profession and happiness by understanding the nature of human reality and the complexities of our social existence.

File Description	Document
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Provide Link for Additional information	View Document

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

Answer: 42.18

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

Answer: 1186

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

1.4 Feedback System

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

Answer: Yes

File Description	Document
Upload supporting document	View Document

2. Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Answer: 62.58

2.1.1.1 Number of students admitted year wise during last five years

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
1088	980	914	829	663

2.1.1.2 Number of sanctioned seats year wise during last five years

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
1400	1509	1509	1378	1353

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

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

Answer: 56.66

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

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
428	401	362	283	270

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

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
627	676	676	555	544

File Description	Document
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Institutional data in the prescribed format	View Document

2.2 Student Teacher Ratio

2.2.1 Student – Full time Teacher Ratio

(Data for the latest completed academic year)

Answer: 30.9

2.3 Teaching- Learning Process

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

Answer:

Mankar College, being endowed with excellent faculties instigates continuous efforts on student centric learning. From the session 2018-19 as per decision taken in IQAC meeting (Meeting: 2/18-21), college initiated systematic implication of students centric activities by keeping department wise records of student centric learning.

These are the student centric learning activities:

A) Experimental Learning:

1. **Micro Project Technique:** Adopted by Departments of Geography, Computer Science, Mathematics and Commerce. It shares about 64% of experimental learning.
2. **Field Visit Activity:** Adopted by Departments of Geography and Nutrition based on their curriculum. It constitutes about 16% of experimental learning.
3. **Lab Based Technique:** Adopted by Geography, Computer Science and Nutrition departments. It shares 20% of total experimental learning.

B) Participative Learning:

1. **Group Discussion:** Adopted by all departments and shares 33% of participatory learning.
2. **Seminar Presentation:** Adopted by all departments. Individual Students/groups of students are assigned seminar topic by the departments and they presented it. The student's seminar holds 40% of participatory learning.
3. **Poster Presentation:** Adopted by many departments and shares only 6% of participatory learning.
4. **Debate Competition:** On the occasion of World Soil Day, students of 5th semester from different disciplines participated in online debate competition. The programme was arranged by department of Geography.
5. **Stall Exhibition on a particular topic:** In College annual cultural programme (*Lahari*) all departments prepared exhibition stalls based on respective subject wise topics and presented it in front of external peer team. It constitutes 9% of participatory activity.
6. **Movie Screening:** Organized by departments of English, Bengali and Hindi. It shares 4% of participatory learning.
7. **Review Writing:** Adopted by departments of Sanskrit, Santali and History.
8. **Audio Based Learning:** Adopted by Department of Bengali through interactive platform like Podcast.
9. **Digital Magazine:** Digital magazine has been brought out by students of Geography and Computer Science.

C) Problem Solving Learning:

1. **Assignments:** Problem based home assignment has been given by majority of departments, like – mathematical problems by department of Mathematics, website design by department of Computer Science and organic compost making by department of Geography.
2. **Quiz:** Topic based quiz has been arranged by department of Computer Science, department of History and department of Geography during pandemic period.
3. **Internship:** Adopted by Department of Computer Science to enable the students to gain practical experience in industry.

Integration of ICT through Students Centric Learning

The faculties of Mankar College have given continuous effort and left no stones unturned to promote ICT based learning process in student centric learning activities. These are as follows:

A) Experimental learning and ICT:

1. Demonstration of classes on assignments and lab related issues through Google meet.
2. Power point presentation of field report.

B) Participative learning and ICT:

1. Seminar presentation, stall exhibition through PPT.
2. Interactive learning through podcast.
3. Movie screening
4. Debate competition through Google meets.
5. Use of digital platform in magazine publication.

C) Problem solving learning and ICT:

1. Problem based home assignment has been given through LMS (Google meet).
2. Topic based quiz through Google forms and web based portal.

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

2.4 Teacher Profile and Quality**2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years**

Answer: 94.9

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

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
92	94	94	56	56

File Description	Document
Upload supporting document	View Document

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

Answer: 62.63

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

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
55	52	51	45	30

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

2.5 Evaluation Process and Reforms

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

Answer:

Mankar College, being affiliated to the University of Burdwan follows the guidelines of internal assessment notified by the university. These are as follows:

1. Suggested modes: Class-test, assignment and seminar presentation.
2. Internal Assessment of each course will consist of three components. Two components of assessment – C1 and C2, will be arranged within two months interval. C3 will consist of students' attendance.
3. The results of the test are to be kept confidential as per norms of the university.

Mankar College maintains a fair impartial and transparent Internal Assessment system under supervision of Internal Assessment Committee. In the beginning of each semester, the committee arranges meetings and frames schedule of internal assessment after discussion with the Principal and all HODs. The departmental heads are requested to submit questions papers on or before a scheduled date. Accordingly, HODs arrange departmental meetings to decide modes of internal assessment and appoint paper setters asking them to submit their respective questions papers to him/her within the scheduled date. After receiving all questions papers HODs call a departmental review meeting with respective paper setters for moderation. Moderations are done if required; otherwise the question papers remain the same. Thereafter, HODs submit question papers to College office for printing or photocopying. The students are informed about the date of assessment in advance through notification by college and at the same time departmental heads notify about the modes of internal assessment. The Committee evaluates the mechanism time and again to effectively deal with the difficulties and limitations of the existing practice.

At the end of the academic session feedback is collected from 6th-semester students regarding fairness of evaluation system. In the years from 2017-18 to 2021-22, students certified a healthy internal evaluation system through their feedback (See additional information).

Since 2016-17 to 2021-22, only fourteen grievances have been received from the students. These include four issues mostly – appeal for rescheduling of examination, appeal for reducing syllabus, appeal for re-examination due to tough questions and appeal for exhibiting evaluated scripts. There was no grievance recorded in the session 2020-21, There was verbal grievances for online based internal exam system.

To deal with all such grievances, the Internal Assessment Committee has an existing mechanism. The procedure is as follows:

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

During last five years all grievances have been addressed through meetings conducted by internal assessment committee and necessary steps were initiated within five to seven days of receiving the complaint/s.

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

2.6 Student Performance and Learning Outcomes

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

Answer:

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 on the college website.

The teaching faculties of the college participated actively in formulation of Course Outcomes and Programme Outcomes (COPO). Initially IQAC, Mankar College, conducted a meeting in the session 2017-18 (Meeting: 6/15-18) to provide general guidelines for preparing COPO and deliberated on aims and objectives of COPO. The College Principal asked the HODs for organizing departmental meetings to formulate COPO. Each Department appointed one teacher in-charge each for all respective papers according to the teacher's specialization and area of interest. The list of COPO thus formulated was finalized in a departmental meeting. With modification and corrections, final draft of COPO was prepared and submitted to the coordinator, IQAC.

At the commencement of each semester, every 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 programme outcomes. Similarly, during beginning of individual course respective teachers elaborate module-wise course outcomes and try to relate it to programme outcomes. Hence, students are made aware of course/programme expectations at the very commencement of the teaching-learning process.

Mankar College adopted course outcomes and programme outcomes approach and accordingly calculation of attainment has been done by four selected departments (decided at IQAC meeting in 2021-22) – Department of Computer Science, Department of Mathematics, Department of Geography and Department of Political Science for all semesters of the session 2020-21 and 2021-22. The steps of calculation of attainment are as follows:

1. In the end of the session 2020-21 and 2021-22 (When all respective semesters' result publish), selected four departments frame the matrix of course outcomes and programme outcomes based on five point scale, where value five (5) denotes very highly correlated and in contrary value one (1) denotes very poorly correlated.
2. Course attainment are measured based on the individual marks obtained by the students in three categories – attainment level 3 (high score), attainment level 2 (medium score) and attainment level 1 (low score). Each course of the curriculum has been treated as individual CO as the examination system is mostly on external basis and it is not possible to measure numerous COs within a course.
3. Course attainment of individual courses has been then calculated considering the student performance in the University examination.
4. The attainment values in respect to individual courses have been assigned into COPO matrix and thereafter average attainment values of POs have been derived by averaging respective values of COs.
6. If the target levels of POs have been achieved, higher attainment levels are set for the next academic year in order to promote continuous upgradation. But, wherein targets have not been achieved special actions are taken by the departments.

File Description	Document
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2.6.2 Pass percentage of Students during last five years

Answer: 78.99

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

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
506	320	396	205	193

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

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
512	382	439	368	350

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Answer: 3.74

File Description	Document
Upload database of all students on roll	View Document

3. Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Answer: 0

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

Answer:

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

File Description	Document
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Institutional data in the prescribed format	View Document

3.2 Innovation Ecosystem

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

Answer:

Mankar College believes that in order to leave a considerable impact on the society its important to build a suitable ecosystem where teachers as well as students are motivated for innovation and creation and transfer of knowledge.

The teachers are encouraged to pursue research and publish their work with reputed journals and publishers. Many teachers have published their papers in reputed journals, books and book chapters. A few of the notable mentions are “Performing Nationhood: The Emotional Roots of Swadeshi Nationhood in Bengal, 1905-1912”, published in Oxford University Press by Dr. Mimasha Pandit and “Divided Bengal: Impact of Partition(1947)” by Pallab Das. Some of the reputed journals where our teachers have published their papers are MSSP (Suman Rakshit), Journal of Physics and Chemistry of Solids (Arunmay Baidya), etc.

The college gives a yearly allowance of Rs.1500 to each faculty to support their research endeavours and to help them cover expenses incurred in attending seminars and conferences. The teachers are also encouraged to attend FDPs and Short-term courses in order to keep up with the recent trends and advances.

Seminars and workshops are regularly held in the college on various topics and fields. Mankar College takes the pleasure in inviting a variety of dignitaries and specialists from different nations in addition to India. Dr. Gulam Mustafa of Chittagong University graced the seminar conducted by the Department of Bengali, “Ishwar Chandra Vidyasagar- Jibon o Sahitya” on 26th September 2019. Such events also help build a community of interested people and reinforces exchange of knowledge.

In Mankar College, ICT enabled teaching learning process is well promoted and practiced in order to give better learning experience to our students. The college is tirelessly working towards developing the infrastructure required to make fully functional ICT enabled classrooms in every department. Using various ICT tools such as Interactive Learning Platforms, LMS, PPTs etc have resulted in better dissemination of knowledge specially during the covid lockdown. The teachers also use many Student-Centric Learning techniques such as group discussion, poster presentation, stall preparation, field-based learning etc. to develop an ecosystem for students of diverse calibre to assimilate the knowledge delivered in the classrooms.

The college prioritizes training the students in designing and developing projects in a group setting. Projects are assigned to the students of 6th semester in the Department of Mathematics and Computer Science in order to equip the students for their future research endeavors. The college also sends students for internship, specially from the Department of Computer Science to various institutes and organization in order to acquire knowledge and experience.

Science Club Committee was formed in the college in the year 2021. The main aim of this club is to cultivate interest in science, technology and innovation among students and to develop their critical thinking. This club conducted various events in order to achieve this goal.

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

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

Answer: 30

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

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
12	10	5	1	2

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

3.3 Research Publications and Awards

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

Answer: 0.11

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

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
3	5	0	0	2

File Description	Document
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Institutional data in the prescribed format	View Document

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

Answer: 0.68

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

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
10	11	25	10	8

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

3.4 Extension Activities

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

Answer:

Swami Vivekananda once said, “He alone lives who lives for others”. Motivated thus by the conviction that one must give back to the society in the same measure that one receives from it, the students, being the future of society are always encouraged to bear different social responsibilities under the guidance of the teachers. Our college has been organizing different extension programs with the help of its branches like NCC, NSS and Students’ Forum. To begin with, the days having utmost social importance (World Aids Day, Anti-tobacco Day, World Earth Day, International Yoga Day, Rashtriya Ekta Divas etc.) are observed regularly by NCC & NSS volunteers every year. Blood donation camps had been organized in the campus with professional support from the medical fraternity. NSS units also organize special camps in nearby adopted villages to create awareness of different social issues like sanitation, cleanliness (Swachhta Pakhwada), child marriage etc. Moreover, NSS Day is observed every year to sensitize the volunteers about their social responsibilities. In covid-19 pandemic times, the college has also done its bit to reach out to the people of the neighbouring community. For example, the Covid awareness video was prepared by the students under the supervision of NSS and NCC and uploaded to the website to share with others. A bulletin catering to information on the availability of medical facilities was prepared in collaboration with Mankar Mangalam Welfare Society, an NGO of Mankar. This bulletin was also uploaded to the college website for the use of students and people of the neighbouring community. To extend mental support, especially to the students under stress due to Covid pandemic situation, a webinar was organized by NSS in collaboration with IQAC namely “Finding hope in crisis of covid-19 Pandemic”. As a part of the project titled “Samabyathi” food items were distributed among the economically stressed villagers of Mankar during the Covid pandemic situation. Clothes were distributed among poor villagers of Panchamahuli, the adopted village of NSS. Apart from all these the NSS unit of the college has organized a workshop (12 days) for the students for providing them with first-hand experience in art and craft training in collaboration with Pidilite Industries Limited. A training course has also been started under the supervision of the Career Guidance Cell of the college in collaboration with Grass Academy with 100 students to prepare them for competitive examinations.

In fine, it can be said that all these extension programs not only create a strong enthusiasm for social work but also develop multidimensional skills among the students. Besides, these programs make the students responsible and dutiful. Again, the lesson of stretching a helping hand to the needy and underprivileged people in the neighbouring area is also the off-shoot of these extension programs.

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

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

Answer:

Our students, especially those belonging to the NCC group, have made the College proud by making some outstanding achievements in the field of sports. The details of those awards are furnished herewith.

1. Bittu Thakur won Gold medal in 27th G. V. Mavalankar shooting Championship held at Mumbai from 14.09.17 to 26.09.17 .
- 2.Arjun Chowdhury of 10 Bengal BN NCC Camp no 354 has secured 3 rd rank in 50 th west bengal state championship held at Asansol, .
- 3.Bittu Thakur won 1st position on Inter DTE sports Shooting championship, held at Asansol from 26.09.17 to 06.09.17.

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

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

Answer: 32

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

Answer:

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

7

1

8

10

6

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

3.5 Collaboration

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

Answer: 7

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

4.Infrastructure and Learning Resources

4.1 Physical Facilities

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

Answer:

The College ensures that the teaching-learning process is maintained at an optimal level by providing adequate infrastructural arrangements. The institute is furnished with sufficient big classrooms, Log Book, Activity Record Book, Attendance Register, a whiteboard, and a Green board. Apart from a Teachers' Common Room in the main building, almost every department has been provided with separate Departmental Teachers' Rooms with the allocation of physical infrastructure in accordance with the academic strength of the concerned department. A separate AC auditorium hall is also made for smooth conduction of seminars, workshops etc.

- There are A few dedicated ICT-enabled classrooms for teaching-learning
- Notice Boards
- Wall Magazine Boards
- Laboratories for lab-based subjects
- Desks, chairs, almirahs
- Laptops, Desktops, Printers
- Projectors
- Screens/Smart boards
- Internet Connection

- Rolling Stationeries

Laboratories

- Physics:2 laboratories
- Chemistry :1 laboratories
- Computer Science: 3 laboratories
- Mathematics: 1 laboratory
- Geography:2 laboratories
- Nutrition:1laboratory
- Commerce:1 laboratory

All the laboratories are furnished and arranged in the latest-day modular pattern. Regular procurement and maintenance of equipment are done by the respective departments. There are two seminar-cum-conference halls on the campus for organising different conferences, and workshops, and one of them is fully air-conditioned.

The college has a sprawling playground used for arranging outdoor games like badminton, sprint events, long jump, shot put and discus throw etc. during annual sports competitions. Besides, students play indoor games like carom, chess, and badminton and outdoor games like volleyball, football, cricket etc. throughout the year. The students of this college have also participated in state-level and inter-college sports competitions. The college has a Gymnasium built in 2020 which has the capacity to accommodate a large number of students. The College also encourages students to take part in various cultural activities. The institution organizes various cultural events like the celebration of International Yoga Day, International Women's Day, Republic Day, Independence Day, International mother tongue day and so on. Wall magazine is prepared by almost all departments where students contribute their articles, drawings and sketches under the supervision of teachers.

For the year-round conduct of various sporting events, there is a Sports Committee which meets at regular intervals and plans these activities. Intra-college competitions such as cricket, football, and badminton are organized annually.

Space Facility for Games and Sports

- A large composite playground which is used for football, cricket and athletic events.
- 2 Badminton Court
- A volleyball court
- Two Multi-Gymnasium(for boys and girls separately)
- Football players' Requisites (Football, Socks, Shin guard, Jersey etc)

- Cricket Players' Kit (Cricket bats, balls, guard, pad, gloves etc)
- Athletics Equipment (Javelin, Shot put balls, Discus, High Jump bars, etc)

Cultural activities

For the year-round conduct of various cultural events, there is a Cultural Committee which meets at regular intervals and plans these activities.

1. Space Facility for Cultural Activities
2. One Auditorium with 300 capacity and another is 100 capacity (AC) for organising different cultural activities.
3. Scale changer Harmonium: 1
4. Normal Harmonium: 1
5. Wall-Magazine Boards:14

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

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

Answer: 77.08

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

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
122.28	84.19	59.15	217.04	61.45

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

4.2 Library as a Learning Resource

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

Answer:

The Mankar College library provides a base for knowledge dissemination within the institution and also enables connectivity with online knowledge resources. For automation of library ILMS software SOUL 2.0 is started at 2011 and now shifted to Koha Cloud Services from December, 2022.

The library is fully automated now and it uses almost every module of Koha for utmost utilization of the resources. Koha provides the following modules:-

- Acquisitions : This module provides a way for the library to record orders placed with vendors and manage purchase budgets
- Authorities : Authorized values can be used in several areas of Koha.
- Cataloguing : This module helps to start cataloging of bibliographic records in Koha . Circulation : Circulation functions can be done through Circulation module.
- Membership (Patron) : Patron modules helps to organize patrons into different roles, age groups, and patron.
- OPAC : The OPAC module link has been provided in the college library website and user can be accessed through internet.

Single window facility: The users can see their borrowing privileges and library timing after logging in to their OPAC webpage. There are hyperlinks to view

- General library rules,
- Circulation rules
- OPAC searching guides
- Library related notices
- DDC codes of different subjects

Moreover, through the OPAC link the our college library members can access

- The portal of National Digital Library of India,
- Shodhganga portal
- Project Gutenberg,
- West Bengal Public Library Network
- the NLIST journals
- the newly processed library resources.
- Members may recommend different books for library through OPAC

- Serials management :Koha used for keeping track of journals, newspapers and other items that come on a regular schedule.

Mankar College Library Website : Mankar College Library users can also access e-resources through college library website. Arrays of e-resources are hyperlinked and access with the following tabs in the main website. :

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

Institution has access to the following: 1. e-journals 2. e-ShodhSindhu 3. Shodhganga

Membership 4.e-books 5. Databases.

Average annual expenditure for purchase of books/ e-books and subscription to journals/e-journals during the last five years is Rs. 92106.6/-

Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year is 46.86 and the same in total over last one year is 6701 .

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

4.3 IT Infrastructure

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

Answer:

The institution has a very robust and updated IT facility that is comprehensive as well as secure. The college has expanded as well as upgraded its IT infrastructure within the last five years. The college campus is secured with Wi-Fi Internet facilities, Smart boards, LCD projectors to be utilized by teachers, students and office staff for scholastic and regulatory purposes. Some of the initiatives taken are as follows;

The college campus uses a dedicated cable-net (fiber optics) internet lines each of which have speed of up to 125 Mbps that connects each and every departments of the college.

All academic departments have been provided with Wi-Fi routers to enable multi-user internet connection. Institutional funding is being made available for renewing the Wi-Fi on a monthly basis. Separate Computer Laboratory has been set up for the students of Geography, mathematics and Commerce Department.

The Computer Science department uses various updated software packages such as Python, Java,

Oracle, C, C+++, GNU Microprocessor etc. LINUX Operating system is also therein the lab to cater the needs of students. Commerce Department uses software packages Tally, Fact etc. Mathematics department uses C Language and Physics Department uses Fortran and Latex. Geography department uses Q-GIS software for students.

File Description	Document
Upload Additional information	View Document
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4.3.2 Student – Computer ratio (Data for the latest completed academic year)

Answer: 38.52

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

Answer: 73

File Description	Document
Upload supporting document	View Document

4.4 Maintenance of Campus Infrastructure

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

Answer: 22.92

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

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
36.57	25.29	37.11	31.46	31.34

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

5.Student Support and Progression

5.1 Student Support

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

Answer: 57.85

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

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
2134	1208	1458	903	579

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

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

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

Answer: A. All of the above

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

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

Answer: 9.27

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

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
484	463	60	0	0

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

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

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

Answer: A. All of the above

File Description	Document
Upload supporting document	View Document

5.2 Student Progression

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

Answer: 26.42

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

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
131	162	77	32	26

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

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
506	320	396	205	193

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

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

Answer: 34.62

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

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
06	08	02	01	01

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

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
12	36	02	01	01

File Description	Document
Upload supporting document	View Document

Institutional data in the prescribed format	View Document
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5.3 Student Participation and Activities

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

Answer: 13

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

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
08	02	0	0	03

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

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

Answer: 10.6

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

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
10	13	12	10	08

File Description	Document
Upload supporting document	View Document

Institutional data in the prescribed format	View Document
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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*

Answer:

The concept of alumni association evolved for needs from both ends, i.e. academicians and professionals, to build a bridge between college and career, so that the fresher graduates are made proactive to face the current challenges of the competitive professional world. Both ends shall work hand in hand to help each other for achieving the goal. The idea took shape and the formation of the Alumni Association turned into reality. Mankar College has a registered Alumni Association. Alumni Association Registration No. is S0005557 of 2019-2020.

The association has been formed keeping in mind the following objectives:

- A college cannot thrive on its own. The ex-students are one of the stakeholders of the college and without their active participation in the welfare of the college, it cannot shine and rise. The primary objective of the formation of this association is to channel the experience, wisdom, zeal, ability, and spare time of the past students at Mankar College for the benefit of the college as well as society.
- The alumni association can be more effective in promoting and providing education. As many of them are from the vicinity from where the students take admitted to the college and many are established in their sectors, they can help to trace the needful students properly and arrange educational scholarships and medical relief useful to soothe r and the needy.
- The seniors can also effectively encourage their juniors with instances from their life to develop habits for keeping the environment healthy and avoid pollution, develop the habit of tree plantation.
- Better existence and better life skills make a student develop a healthy and sound life. Another essential objective is to improve students' living conditions by implementing recreational facilities on the pus. This shall also form a sense of cooperation amongst the past and present students of Mankar College.
- Another important academic objective is to arrange, conduct and hold seminars, conferences, discussions, symposia, etc. for past and present students. Organizing such a thing need great manpower. The alumni association may greatly help in arranging such programs in college.

ACTIVITY: In the academic year 2020-2021, a one-day seminar titled Science in Current Society (Dt. 21/12/2021) was organized by the Mankar-College-Alumni-Association in collaboration with the Science Club. The keynote speaker, Dr. Anindya Bose, Senior scientific officer, Dept. of Physics, The University of Burdwan dispelled several superstitions surrounding our daily lives. In the future, the college is committed to using the full potential of an enterprising Alumni Association for the all-around development of the institution.

The Alumni association is moving ahead, with selfless intentions for the growth and development of college students and the society around them. The association will continuously work towards its vision for a better tomorrow.

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

6. Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Answer:

Vision: It has been the utmost priority of the institution to educate meritorious students without means by providing an educational environment equipped to inspire achievement in an advanced academic and professional platform.

Mission: Based on the institutional vision the college has strived to groom every student associated with the institution and through them the larger part of the community into disciplined and responsible citizens of the nation.

Nature of the governance practiced by the institution is in tune with the vision and mission of the college. A decentralized and transparent system is present in the institutional structure where the position of the Principal is first among the peers heading several committees that work in tandem with government instructions, past traditions and challenges posed by the global society. Sincere and highly qualified faculty and NTS share the administrative responsibility of the college and contribute in providing a good academic and administrative environment.

A case study on the construction of the new administrative building in the college can be used to demonstrate the point further. Based on the last NAAC recommendation, construction of a new library space, fully equipped conference hall and an administrative building was undertaken as an institutional priority to provide the students and teachers alike with a computerized financial, bursarial and student support system.

- A 1200 sq. ft. library space has been constructed with OPAC

- A new reading room for the teachers at the Netaji Research Centre has been constructed.
- A museum showcasing and preserving the social and cultural life of Bengal has been constructed beside the library space
- A new air conditioned conference hall funded by RUSA has been constructed beside the library
- An office space has been built to facilitate an accounts department, storeroom for university answer script and a student's section to facilitate admission and examination related services
- Gym for both boys and girls sponsored by RUSA
 - A room for IQAC, Chemistry lab and department as well as construction of two classrooms

Steps taken:

- To achieve this stupendous task an initial discussion was enacted in the Library Committee and Building Committee.
- Resultant proposals were duly discussed again and accordingly a proposal was adopted in the Teacher's Council headed by the Principal.
- It was also ascertained and ratified by the IQAC
- The proposals were put before the Governing Body who duly passed it.
- Based on the ratified decision, State government RUSA Funding was approached by the college for funding.
- A committee was formed with a government appointed engineer, university appointed member and a representative of RUSA
- Building Committee duly met to draft a framework for achieving the stupendous task of funneling the received fund for the purpose of construction.
- Finance Committee participated in various decision making process of the building and all Tender related proposals were directed to the Tender Committee

The Teachers and the administration cooperate in the process to successfully realize the vision of the institution.

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

6.2 Strategy Development and Deployment

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

Answer:

The institution is defined by an organizational structure and governance that focuses on providing quality education to primary stakeholders by involving all in various committees and bodies.

- The Governing Body ensures effective management in the campus. The Principal monitors the regular academic and administrative functioning of the college assisted by three Teacher representatives, and Non-Teaching Staff representatives.
- The Governing Body sanctions proposals, plans and budgets for institutional progression only after discussing it with the subcommittees under the Chairmanship of the Principal that involve both the Teaching and the Non-Teaching staffs of the College
- Internal Quality Assurance Cell initiates innovative practices and plans programs and activities to establish standards in teaching-learning, evaluation and academic growth of the institution.
- Internal Complaint Cell functions effectively in the College, committed to prevention of sexual harassment. It stands alone within the administrative setup. This allows the committee to function freely without the fear of reprisal.
- Teachers participate in decision making along with GB members through committees like the Building, Purchase, Finance and Tender Committee regarding purchases made for institutional construction activities. The Building Committee has played a key role in streamlining budgetary proposals of the institution especially during the construction of the Annex Building utilizing RUSA and State Government funds.
- All appointments of the Teaching and Non Teaching Staff are done in accordance with the norms and regulations of UGC and West Bengal Higher Education Department as the institution is a State Aided General Degree College. Service rules of UGC and Higher Education Department are strictly adhered to.
- Appointments of Full Time Teaching Faculty in UGC substantive posts are made by the College Governing Body on the recommendation of West Bengal College Service Commission. Appointments of State Aided College Teachers and Non Teaching Staffs are done in adherence to the rules and regulations of the Higher Education Department.
- Appointed by Principal on approval of the Governing Body the Bursar supervises various college financial matters, property accounts, their audit and is responsible for proper utilization and disbursements of funds in the college.
- Senior most full time faculty of the department are vested with this duty and responsibility to ensure smooth running of the academic works of the department in collaboration with the other teachers of the department.
- Responsible for collaborating with government agencies and civil authorities on behalf of the college. Nodal officer acts as a Public relations Officer of the college.
- Committees play a significant role in smooth functioning of the college. These are led and managed by the Teachers' Council Secretary, appointed in the Council. At the end of session, all committees present their report for the year and discuss the future course of action in the Teachers' Council. Sub-Committees take care of the overall planning and execution of the academic, and administrative activities.

These bodies function tirelessly to create a better and advanced environment for the students at the micro-level so that it can be adopted and applied in the optimum manner by the Governing Body, and the Principal.

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

6.2.2 Implementation of e-governance in areas of operation

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

Answer: A. All of the above

File Description	Document
Upload supporting document	View Document

6.3 Faculty Empowerment Strategies

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

Answer:

The welfare of the teaching and non-teaching staff is upheld by the management as a prime concern. It is the accepted principle of the institution that effective welfare measures are needed for accomplishing the objectives of career efficiency, productivity and raising the morale of the college staff.

- Teachers are encouraged to participate in seminars, conferences
- Duty leave is granted to all the staff members who want to attend training programmes such as Orientation/Refresher courses/short term courses / FDP and also Seminars/ Workshops etc.

Adequate support is provided to teachers desirous of pursuing higher studies.

- o Fellowships and Research projects are encouraged and supported. Research room facilities has been provided to faculties along with computer, laptop and internet facility

- o College cooperates in the process of attendance of Professional Courses
 - o Cooperative society provide financial loans to both the Teachers and the NTS
 - o Festive advance is provided to the NTS during Durga Pujas
 - o Sports events involving the students, Teachers and NTS are organized
 - o Internet facility is provided to all the departments. The whole college campus has Wi-Fi connectivity.
 - o A Multi- Gymnasium set up in the college for the students is also open to the teaching and non- teaching staff of the college.
 - o **Institutions Performance Appraisal System for teaching and non-teaching staff**
 - o Appraisal ensures an effective means of creating a double check system that both monitors with a positive outcome in mind.
 - o The institution encourages and practices appraisal mechanism both within and without to ensure quality and cooperation within the college.
 - o Self-appraisal, as prescribed by UGC, is filled by each teachers after every academic session that is sent to the Principal and to the IQAC Co-ordinator.
 - o This includes a detailed account of the classes- both theory and practical- taken by the classes as against the number of classes allotted to them
 - o It also maintains a detailed account of the concerned teachers' leave statement for the particular academic session
 - o Records of the seminars, conferences, lectures, paper and book publications, professional courses and workshops attended by the teachers are also recorded in the appraisal
-
- o Non-Teaching Staffs are supervised by the Principal and the Governing Body. Their appraisal is done by the apex bodies of the college through meetings and constant one-o-one interaction with the Principal. Suggestions of improvement are duly given to make the administrative structure more student friendly, the primary stake holders of the college. Since we are a Government aided college office recruitments as well as promotions strictly follow the government prescribed norms.

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

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

Answer: 1.61

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

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
6	0	0	0	0

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

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

Answer: 7.61

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

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
9	14	6	4	1

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

Answer:

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

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

6.4 Financial Management and Resource Mobilization

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

Answer:

Being government-aided college the institution is eligible to receive funds from the state government as well as Central government agencies like UGC, RUSA, etc. It also receives grants and financial assistance in the form of scholarships to students. The Principal monitors the utilization of funds through the Building, Tender and Purchase & Finance Committee so as to ensure that all financial transactions are done as per rules. The financial audit of the grants and funds received from government sources and non-government sources are conducted according to the prevailing rules.

Optimal utilization: The Governing Body, Principal and the IQAC takes the lead role in identifying various sources of funds and in ensuring the timely submission of proposals for financial assistance from government and non-government sources.

UGC grants: As the college is included in a state-aided category, it is eligible for assistance from the Government of India or any organisation receiving funds from the Central Government. Hence, the institution forwards proposals for UGC grants according to the pattern of assistance under various schemes. It is also our policy to encourage the faculty members to apply for minor and major research projects. The college also applies for UGC assistance for conducting seminars and workshops.

Funds from Central and State Government Agencies: The institution has been granted financial assistance under the Central scheme Rashtriya Uchchatar Shiksha Abhiyan (RUSA). Based on the proposal submitted, an award of Rupees Two crores was made to the college for the development of building infrastructure, renovation works and purchase of equipment.

State Government: The state government has instituted schemes viz. e-grants scheme, student credit card, post-metric scholarships to the Girl Childs, and SC/ST students. The college received 1.5 crore from the Department of Higher Education, Government of West Bengal in 2017 under the scheme of Development of Non-Governmental Colleges and another grant of 147600 from the Director of Public Instruction, West Bengal in 2017 under the scheme of Assistance to Non- Government College and Institute. The institution takes effective measures to help students to avail the scholarships and financial assistance. The college zealously implements the NSS, NCC.

Internal audit: the Finance Committee has begun conducting all expenditures of the College since the 2020-21 academic session keeping in mind the vision-mission of the College where decentralization and welfare of the primary stakeholders of the college- the students- are seriously borne in mind.

External audit:

- Funds received from governmental agencies after expedited is audited by a hired external agency, in accordance with the rules of the government, to submit a utilization certificate.
- It is also audited by the government appointed auditor after the full realization of the fund allotted by the Government.

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

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) *has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities*

Answer:

Practice 1: Enrichment of Research Environment

The IQAC plays a pivotal role in institutionalizing the quality building initiatives of the institution and in sustaining the quality of educational services.

- It has been instrumental in revitalizing the Seminar Committee with the objective of streamlining research among the faculty by arousing interest and dedication to quality research.
- It also aims at supporting the faculty as well as students for carrying out their research activities.
- The coordinated functioning of the Seminar Committee and the IQAC has positively impacted the quality generation and quality assurance process in the college.
- With the initiative undertaken by the IQAC a Museum on Bengal's Social and Cultural Life and Netaji Research Centre was founded in the college.
- A postgraduate course was initiated and successfully deployed in the Department of Bengali in 2019-2020
- Several seminars and webinars, particularly during the pandemic years, were organized by the IQAC for the mutual benefit of the teachers and students alike.
- Hands on training/workshops are conducted for Non-Teaching Staffs

Practice 2: Curriculum Enrichment through Add-on/ Certificate/ Bridge Courses

The institution is committed to providing opportunities for broadening and enriching the educational experience of students. The IQAC spearheaded a policy for starting more Add on courses and Bridge courses to enhance the quality of the curriculum and further the career expectations of students. Accordingly, it was decided that each teaching department should start Add on course. Some of the courses are job-oriented that impart vocational skills. A general Add on course on Art & Craft (in collaboration with Pidilite) and Yoga was also introduced.

The IQAC periodically monitors the teaching-learning strategies implemented in the institution and make effective interventions. The college used to have a regular system for collecting feedback right from the first cycle of accreditation. The IQAC takes the lead role in assessing the teaching-learning process so as to understand its effectiveness. Every year feedback is collected from different stakeholders such as the students and teachers. The feedback thus collected is systematically analyzed and on its basis the necessary follow up action is recommended to the Principal. Some of the incremental changes are outlined below.

- Due to the initiative of IQAC, numerous Add on & certificate courses were started in the college. Bridge classes for academic advancement of slow learners identified by each department
- ICT facilities and the use of online teaching-learning methods have been widely implemented through the use of smart classrooms, projectors. Etc. during the pandemic the college made use of Google Workspace and provided teachers with G-suite accounts to allow to them manage classes, assignments and examination in the best possible manner. Departments have been using Google classroom and Canvas as Learning Management System.
- Mentoring system and Career Guidance Cell has been revamped for the benefit of the students.
- Various seminars, webinars, workshops including professional workshops for the NTS has been organized to create a viable support system for the e-learning method that the college was forced to adopt during the pandemic.

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

6.5.2 Quality assurance initiatives of the institution include:

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

Answer: A. All of the above

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

7. Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

Answer:

Response: The rebel poet from West Bengal, Kazi Nazrul Islam, wrote, the divine process of creation and creativity demands equal participation from men and women. Mankar College meticulously follows these lines by Kazi Nazrul Islam. The college treats its male and female students equally and encourages equal participation from them in every event. Being a rural college, it gives special impetus to confirm that the female students of the nearby villages and townships get access to higher education. The college also confirms that the female students get scholarships and Kanyashree in due time. The following steps have been taken by the college to build an ambience of gender equity.

- On 21/05/2018 a seminar was organised on Female Foeticide in collaboration with the Department of Health of the Government of West Bengal. Seventy female students and fifty male students participated in the seminar.
- On 08/03/2019 a cultural programme was organised by the Cultural Committee of the college to celebrate Women's Day and a poster competition was organised on – "Social Awareness on Gender Issues." In the first event, 75 males and 105 females participated. And 10 boys and 14 girls participated in the poster competition.
- On 20/4/21 a State Level Seminar was organised by the IQAC of the college on "Values in Higher Education."
- On 28/6/2021 an online workshop cum webinar on "Training and Livelihood Opportunities for Students" was organised in collaboration with the Career Guidance Cell of the college for both male and female students.

The college tends to celebrate different national and international commemorative days and festivals. These are:

- Saraswati Puja: The college pays homages to the Deity of Knowledge and Art, Devi Saraswati every year on Vasant Panchami.
- Independence Day and Republic Day: The college tends to spread the spirit of Nationalism by remembering the contribution of the martyrs and leaders of the Freedom Struggle on the 15th of August every year as it hoists proudly the National Flag to celebrate Independence Day. To make the students aware of their importance in democracy and let them know that the constitution works for them, the college celebrates Republic Day on the 26th of January every year.
- College Foundation Day and the Birth Anniversary of Ishwar Chandra Vidyasagar: Mankar Village is blessed by the footfall of Pundit Ishwar Chandra Vidyasagar. To give that memory permanence the college was established on the 26th of September. Every year on the day the college remembers the contribution of this great man in the field of education especially that of women.
- Teachers' Day: On the 5th of September, every year the college celebrates the birthday of Dr Sarvapally Radhakrishnan as Teachers' Day. They celebrate their relationship with their teachers and remember their contributions to society.
- Other Days: The college also celebrates International Mother Language Day on the 21st of February and Rabindra Nazrul Jayanti on a day decided by the college authority. We celebrate Hindi Pakhwara, Santali Language Victory Day (22nd December), and Constitution Day (26th November) every year.

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

7.1.2 The Institution has facilities and initiatives for

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

Answer: A. 4 or All of the above

File Description	Document
Upload supporting document	View Document

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

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

Answer: B. Any 3 of the above

File Description	Document
Upload supporting document	View Document

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

Answer:

Mankar College is situated in West Bengal which has most Bengalis in ethnic demography. But our college is in the Jungle Mahal of the Radh region, where we have a considerable population who are Santali speaking people. Mankar College respects the constitutional rights of every Indian citizen. The college works continuously to provide an inclusive environment to students of every culture and community. We celebrate Annual Cultural Program - LAHARI, Hindi Pakhwara, Santali Language Victory Day (22nd December), International Mother Language Day (21st February) and Constitution Day (26th November) every year. In 2018 we conducted a seminar on "Safe Drive Safe Life" on 23/03/2018. On 18/02/2019 we conducted Silent Rally to show solidarity with the families of the Pulwama Martyrs. In the annual cultural competition of the college, we try to inculcate students speaking in Hindi and Santali along with the Bengali Speaking majority.

Mankar College has a heritage of giving priority to constitutional obligations. Every year the college arranges a programme or talk on Constitution Day to make the students and the staff aware of the values, rights, duties, and responsibilities of citizens.

- We arrange a talk by eminent persons, lawyers, and judges on the day to make the students and the staff aware of their rights and duties.
- Throughout the year we discourage anything within the campus which does not abide by the constitution.
- In 2019, on 26th November Dr Biswanath Chakraborty, Professor of Political Science at Rabindra Bharti University delivered a speech on the significance of Constitution Day. In 2021, on 26th November, which is celebrated as National Constitution Day we invited Prof. Jyotirmoy Bhattacharyya, a retired professor, of the Department of Political Science, Burdwan Raj College to deliver a talk on **values, rights, duties, and responsibilities of citizens**. The occasion was chaired by Prof. (Dr.) Sukanta Bhattacharyya, Principal, Mankar College. Students are also made aware of the various **rights and duties associated with the electoral process during the Constitution Day observation**.
- 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.
- The students reading in the college are all adult men and women. In the orientation programme arranged by the college the Principal, Prof. (Dr.) Sukanta Bhattacharyya makes them aware of their constitutional rights as one of their respective genders and of their constitutional duties and limitations towards the other genders.
- The students are also made aware of their limits, crossing which they may face legal resistance from the institution, the provision for which is there in the Constitution.
- The staff and the students are advised to behave in such a manner that no one faces any violation of their constitutional rights.
- Last but not the least, the college is working generously to establish the right to education for the needful students.

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

7.2 Best Practices

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

Answer:

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

Objectives of the Practice:

Swamiji opined that playing football is better than reading the Mahabharata. A sound and peaceful mind cannot exist without a healthy body. Keeping this in mind our college encourages the students irrespective of their gender to practice and participate in sports activities and physical education.

Context:

Mankar College believes that sports make students healthy and teach them team spirit, bonding and focusing on the goal. Even it may fetch him/ her a good job at a reputed organisation.

The Practice:

- We are organising annual sports on regular basis.
- We participate in inter-college, district-level, state level and national sports and athletics events on regular basis.
- Dedicated sports instructors are regularly involved in honing the sports and athletic skills of the students.
- Physical Education has been introduced as a subject in college.
- The teachers even train the students outside the college hour if needed.
- The college also tries to look after the other needs of the athletes so that they can concentrate on their activities wholeheartedly.
- The college has also taken care of the preparation of a sports ground and gym for boys and girls.

Evidence of Success:

- In the year 2016, the college received 2 prizes. Ankit Tiwari got the third position in the Inter College District Meet organised by the DPI and in the female section, Priyanka Das got the second position in the javelin throw.
- In the 2017-18 session, Mankar College achieved the summit position in Inter-College-District-Championship (DPI) in the men's section. We won the Inter-College-Kabaddi-Tournament (B.U) in the men's section. Six athletes including two female athletes have achieved positions inter-college and district-level meets in the 2017-18 session. They have received 17 medals among which there are 7 golds. Partha Das, our student, participated in the long jump in the All-India Inter-University Athletics Meet in the 2017-18 session.
- In the year 2018-19, and 2019-20 five students from the college, namely, Partho Das, Rahul Modak, Souvik Shyam, Deep Roy & Madan Gope achieved several positions in several district-level and state-level athletic competitions.
- In the 2020-21 session, the men's Kabaddi team of the college got the second position in the tournament organised by the B.U Sports Board.
- The girls received 2nd position in the 100mts run and 1st position in the 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 – Athletics and sports require good meals and a balanced diet, good shoes. Often aid is provided by the college, but that is never sufficient. Even, affording specialised trainers for the event is impossible at times.

Resources Required – The college needs 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 us.

Practice 2

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

Objective: Mankar College celebrates Bhasha Divas every year. We celebrate Hindi Pakhwara, Santali Language Victory Day (22nd December), and most importantly Constitution Day (26th November) every year. On 26th November 1949, the Constituent Assembly of India adopted the Constitution of India, which came into effect on the 26th of January 1950. It is also important to be aware of one's fundamental rights.

Context: The college has students speaking different languages and dialects. The college thinks that in the institution there must be solidarity among all the students. So many people are unaware of their fundamental duties and rights. It is important to make the students aware of the constitution so that they can help themselves as well as their family members. Thus, this seems to be an important practice.

The Practice: Every year cultural programme is organised on 21st February, International Mother Language Day. Teachers speaking different languages participate in it to motivate students. Throughout the year literary and cultural competitions are organised giving equal priority and chances to students of different languages. As a part of it on 22nd December, we celebrate the Santali Language victory Divas and the Hindi Pakhwara between the 14th and 30th of September every year.

On 26th November every year, we arrange a talk by eminent persons, lawyers, and judges on the day to make the students aware of their rights and duties.

In 2019, on 26th November Dr Biswanath Chakraborty, Professor of Political Science at Rabindra Bharti University delivered a speech on the significance of Constitution Day. In 2021, on 26th November, which is celebrated as National Constitution Day we invited Prof. Jyotirmoy Bhattacharyya, a retired professor of the Department of Political Science, Burdwan Raj College to deliver a talk on **values, rights, duties, and responsibilities of citizens**. The occasion was chaired by Prof. (Dr.) Sukanta Bhattacharyya, Principal, Mankar College. 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: In literary and cultural competitions it is seen that people of different languages participate with equal enthusiasm. Each year the number of students attending the Constitution Day Celebration is increasing, which shows the growing interest among the students.

Barrier and Resource Needed: Santali being a tribal language is not understood by all. Therefore, we feel that for Santali-speaking students, it is not possible to manage the whole academic or official work in their mother tongue. The government must look into this matter. Also, A day's awareness programme on Constitution is not adequate. Constitution must be inculcated in syllabi like the study of ethics and values.

File Description	Document
Best practices as hosted on the Institutional website	View Document
Any other relevant information	View Document

7.3 Institutional Distinctiveness

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

Answer:

Mankar College: Fighting for Women's and Tribal Education Inspired by the Ideologies of Vidyasagar and Rabindranath Tagore

- Mankar College is located adjacent to the Jungle Mahal of the former Maharaja of Bardhaman, in the village of Mankar. The place has a demography dominated by the scheduled caste and scheduled tribe people. The village is yet to come out of the clutches of the reservations of orthodox social customs properly. But the village is unique in the sense that Rabindranath Tagore has mentioned her name in his work and Ishwar Chandra Vidyasagar had acquaintance with this village. Mankar is blessed by his footfall. Tagore has always spoken for the empowerment of women and the marginals in his fiction and essays. Ishwar Chandra had spent his last days in Tribal villages to promote education and welfare in them. Whereas in his career as a teacher and a part of the academic administration of Bengal in his time, Vidyasagar has always fought for women's education.
- Mankar College has dedicated itself to the development of Women's Education and Tribal Education. Demographic diversity can be found in the villages around the college. Many populations belong to SC, ST, and Minority communities and are financially backward. The college encourages 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 their education while managing their employment simultaneously.
- Tagore has always voiced for education in the lap of Nature. The college has a lush green campus. More than five acres out of 11.069 acres of the total area of the campus is covered with natural and planted canopies and trees. Thus, the college contributes to building and maintaining a campus that encourages awareness of Nature among the students and the staff and keeps the air pollution-free within the campus.
- Our Sexual Harassment Cell and ICC confirm the question of women's safety within the campus. In collaboration with PIDILITE, the college provides hand-on-training to students interested in handicrafts and art. This is also an endeavour to make them self-sufficient. In rural areas, female students are greatly benefitted from this training. Our college is known for its Department of Computer Science which introduced the Diploma in Computer Science for the first time under The University of Burdwan.
- Throughout the year we try to encourage 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 cannot 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.
- With limited resources, the college cannot provide hostel facilities for all. Students come from districts like Bankura, Birbhum, Paschim Bardhaman and even North 24 Pgs. to take admission to our college. Many of them are girls. The college is guided by Vidyasagar's vision but is restricted by its limited capacity. We try to provide the hostel facilities with a canteen for the girls at least for a minimum fee.
- Another essential part of the college's distinctiveness is its participation in NCC and NSS. Along with the male students, a considerable number of female students participate in NCC and NSS. The mainstay of NCC training is the Institutional training conducted at Colleges and Schools. These are conducted by Associate NCC Officers and Armed Forces personnel. Mankar College also conducts such training. The NCC, Mankar College along with the NSS team celebrates NCC and NSS Day annually. Also, their social service and community development activities include Swachh Bharat Abhiyan, Tree Plantation, Anti-Drug Rally, Cancer Awareness, Blood Donation, Beti Bachao Beti Padhao, AIDS Awareness, Care for the Blind, Traffic Control, and other similar relevant contemporary social issues. To extend mental support, especially to the students under stress due to Covid pandemic situation a webinar was organized by NSS in collaboration with IQAC namely "Finding hope in a crisis of the Covid-19 Pandemic". NSS and NCC

jointly organized The World Yoga Day celebration to create awareness about the need for yoga in strengthening both physical and mental health. ‘**Samabyathi**’ is a project undertaken by the college as a part of its involvement in the welfare of the needy of the locality, following the footsteps of Pandit Ishwar Chandra Vidyasagar. As a part of the project “Samabyathi” food items were distributed among the economically stressed villagers of Mankar during the Covid pandemic situation. Clothes were distributed among poor villagers of Panchamahuli, the adopted village of NSS. World AIDS Day was celebrated by NSS. A rally was organized in Mankar village to make people aware of AIDS and its protection. A documentary on AIDS awareness was shown to the students so that they can propagate the concept among the community people. NCC organized the traffic Rule & Awareness programme. Two NSS volunteers of our college participated in National Integration Camp 2021 organized by the Regional Directorate of NSS, Kolkata, West Bengal in collaboration with J.K. College, Purulia, West Bengal.

- Tagore has always given impetus to the cultural development of the students. Mankar College, a devout believer in Tagore’s philosophy continues to give impetus to projects that would make the students aware of culture and Nationalism. On 19th November 2022, **Baul Samrat Padmashree Purna Chandra Das** blessed the college with his footfall to conduct a workshop with the students **on Baul Song and Philosophy**, conducted in collaboration with Ramakrishna Mission Vidyamandira (Autonomous), Belur Math, Howrah. The college has a working **Netaji Research Centre** to make the students learn about the great son of Bengal, Netaji Subhas Chandra Bose. We have also tried to preserve the culture and heritage of Bengal in our **Museum on Bengal's Social and Cultural Life**, situated on the second floor of the administrative building of our college.
- All these together provide distinctiveness to the college.

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

Extended Profile

Students

Number of students year wise during the last five years

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
2812	2393	2157	1858	1640

File Description	Document
Upload supporting document	View Document

Institutional data in the prescribed format

[View Document](#)**Teachers***Number of teaching staff / full time teachers during the last five years (Without repeat count):***Answer:** 94

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

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

2021-22	2020-21	2019-20	2018-19	2017-18
91	92	91	49	49

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

2021-22	2020-21	2019-20	2018-19	2017-18
158.85	109.49	96.27	248.51	92.79

Conclusion*Additional Information :*

The college has thirty running programs in arts, science and commerce including honours and general courses. Three new subjects have been introduced in the last five years- Nutrition honours and Chemistry General from the 2018-19 session and Bengali PG from the 2019-20 session. The institute has applied to the competent authority to introduce Environmental Science in B.Sc General, Economics honours and Computer science as PG courses. A new Annex building has been constructed utilizing the fund of RUSA 2.0 containing the office having enough area, a library of 1200 sq ft, a gymnasium for boys and girls, a Chemistry laboratory, and an auditorium with an air-condition facility. The building has a ramp for the convenience of specially-abled persons. It has the provision for

rainwater harvesting. A studio for E content development has been prepared. A soil testing laboratory has been introduced under the supervision of the Department of Geography which will be used for research and extending community service. A museum on Bengal's Social and Cultural Life and Netaji Research Centre have been established.

The process of admission has always been transparent and in online mode following government rules. The teaching-learning process has been given high priority and attendance of students and performance are strictly monitored. Teachers extend their help through regular classroom-teaching, personal guidance even beyond the class. Students are important stakeholders. Feedback from the students are regularly collected and analysed to identify the drawbacks. Teachers are also engaged in research work and participate in professional development courses. The performance of the students in university examinations is quite satisfactory and every year it is above the average result of the university. The college library has been operated by SOUL 2.0 for a long period. Now KOHA software has been installed to make it fully automated. NSS and NCC are two strong wings of the institute through which maximum outreach programs are conducted.

Mankar college is the outcome of a long-cherished dream of the villagers. All teaching, non-teaching staff under the efficient leadership of our principal devotedly carry out all responsibilities to maintain the legacy of reputation achieved over time.

Concluding Remarks:

“Where knowledge is free

Where the world has not been broken up into fragments...” – Rabindranath Tagore

Not far away from Gurudev’s Visva Bharati, Mankar College vouches for freedom of knowledge and equal sharing of knowledge for every sphere of society. Situated in 1987 with the minimum possible resources and unlimited willpower Mankar College has reached its present status after crossing many hurdles. Mankar College has dedicated itself to the development of Women’s Education and Tribal Education. Demographic diversity can be found in the villages around the college. Many populations, speaking Bengali, Hindi and Santali belong to SC, ST, and Minority communities and many are financially backward. The college encourages students from these backward areas to enlighten themselves with the blessings of education and shine in life. It is also reputed as a student-friendly college keeping an ambience of gender equity and women's safety. Tagore has always given impetus to the cultural development of the students. He took labour to make us learn and understand Nationalism through his essays, poems, novels, and plays. Mankar College, a devout believer in Tagore’s philosophy continues to give impetus to projects that would make the students aware of culture and Nationalism. However, there are challenges. With the help of the teaching and non-teaching staff members under the guidance of our Principal the college looks forward to overcoming them. We expect that the Higher Education Authority of the Government of India shall stand by us to fulfil our dream to elevate Mankar College to the status of an eminent institution of educational endeavour.

EXCLUDED METRICES

No Metrics are Excluded

ANNEXURE

1. Metrics Level Deviations

Metric ID

Sub Questions and Answers before and after DVV Verification

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

1.2.1

Answer before DVV Verification : 21

Answer After DVV Verification :8

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

1.3.2

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

Answer before DVV Verification : 1186

Answer after DVV Verification: 1186

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

2.4.2

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

Remark : as per the documents

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

3.2.2

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

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

3.3.1

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

Remark : Other publication are not published in the UGC CARE list Journals

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

3.4.3

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

Remark : as per the documents

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

4.1.2

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

Remark : as per the documents

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

4.3.2

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

Answer before DVV Verification : 73

Answer after DVV Verification: 73

Remark : as per the documents

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

4.4.1

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

Remark : as per the documents

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

6.3.2

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

6.3.3

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

6.3.3.1. Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional

development /administrative training programs during the last five years

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

Remark : as per the documents

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

7.1.3

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

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

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

2.Extended Profile Deviations

ID

Extended Questions

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
17.03	70.43	21.21	158.51	65.26

1.1

Answer After DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
158.85	109.49	96.27	248.51	92.79