THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

2017-18

GOVERNMENT GENERAL DEGREE COLLEGE, MANGALKOTE

(*as per revised guidelines of 2019)*

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Part – A

Data of the Institution

1. Name of the Institution **Government General Degree College, Mangalkote**

- Name of the Head of the institution : **Dr. Raj Kumar Singh**
- Designation: **Officer-in-Charge**
- Does the institution function from own campus: **Yes**
- Phone no./Alternate phone no.: **9232382889**
- Mobile no.: **9232382889**
- Registered e-mail: **ggdcmangalkote@gmail.com**
- Alternate e-mail : NA
- Address : **Panchanantala, Khudrun Dighi**
- City/Town : **Purba Bardhaman**
- State/UT : **West Bengal**
- Pin Code : **713132**

2. Institutional status:

- Affiliated / Constituent: **Affiliated**
- Type of Institution: **Co-education**
- Location : **Rural**
- Financial Status: **Funded by Govt. of W. B.** (It is a Government Institution)
- Name of the Affiliating University: **The University of Burdwan**
- Name of the IQAC Co-ordinator : NA
- Phone no. : NA
  Alternate phone no. NA
- Mobile: NA
- IQAC e-mail address: NA
- Alternate Email address: NA

3. Website address: http://mangalkotegovtcollege.org/
Web-link of the AQAR: (Previous Academic Year): NA

4. Whether Academic Calendar prepared during the year?

Yes/No..... **Yes**

if yes, whether it is uploaded in the Institutional website: **No**

Weblink: NA

5. Accreditation Details: **Not yet accredited**

6. Date of Establishment of IQAC: DD/MM/YYYY: **12.02.2019**

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
NA	**NA**	**NA**

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
NA				

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: **YES**

*upload latest notification of formation of IQAC: http://mangalkotegovtcollege.org/the-college/iqac-2/

10. No. of IQAC meetings held during the year: **NA**

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? **NA**

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

NA

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

Plan of Action	Achievements/Outcomes
NA	NA

14. Whether the AQAR was placed before statutory body? Yes /No: **NA**

Name of the Statutory body: NA Date of meeting(s): NA

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: NA Date: NA

16. Whether institutional data submitted to AISHE: Yes/No: **Yes**

Year: **2017-18** Date of Submission: **30.09.2017**

17. Does the Institution have Management Information System?

No

PART-B

CRITERION I–CURRICULAR ASPECTS

CRITERION I–CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

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

The college completed its third consecutive academic session in the year 2017-18. As before, it followed the curriculum prescribed by The University of Burdwan. There was a major change in the curriculum from this particular session because the affiliating university introduced the Choice Based Credit System (CBCS) which involves a total number of six semesters in the total course and each course is of six months duration**.** This was an additional challenge because it meant two courses (Old pattern type and CBCS pattern) had to be conducted side by side. However, the challenges were met and overcome at the institutional, departmental and individual levels. (The basic planning-and-implementation process, as in previous academic sessions, was adhered to.)

Institutional level:

Various academic and non-academic committees and sub-committees were formed comprising all the faculty members keeping in mind the all-round development of the students. The routine sub-committee took care of distributing the classes among the teachers, subject-wise, avoiding overlaps at the beginning of the academic session. Other academic committees served to monitor the academic advancement of the students by:

a. Conduction of internal assessments from time to time (according to the academic calendar for the session) and pointing out the shortcomings to the individual students giving them scope for improvement.

b. Involvement of students in field studies, project works, assignments and group discussions as required by the syllabi of the affiliating university.

c. Conduction of remedial / special classes for low achievers.

The non-academic committees took care of the cultural and creative sides of the students.

c. Getting the students involved in various awareness programmes throughout the year.

Departmental level:

a. At the departmental level the syllabus was distributed evenly among the teachers in meetings conducted by the respective heads.

b. For further monitoring of the students the teachers conducted class-tests at regular intervals, encouraged them to solve previous year's university question papers and informed them about their progress.

c. Conduction of departmental meetings on a regular basis for noting down shortcomings in the syllabi, prescribed by the affiliating university, to be discussed with the Under Graduate Board of Studies (UGBS) so that they could be made more comprehensive, scientific and student-friendly. They were documented and kept.

d. Record of attendance, mark lists and progress of the students were maintained and preserved by the

respective departments.

Individual level:

a. At individual levels, the teachers designed their lesson plans for the theoretical and/or practical classes according to the syllabus allotted to them.

b. The teaching method were chosen such that they were best suited to the topics being taught. Importance was given to learner-centric methods. Inclusion of ICT, multimedia and online videos in the teaching-learning process for better understanding of some critical topics were also undertaken.

c. Books, journals, papers and other e-resources were referred to the students pertaining to the topics being taught.

As in the previous academic session, the official records of meetings and discussions were maintained.

In addition to these, the institution encouraged its teachers to participate in Orientation Programmes/Refresher Courses, workshops and seminars being conducted by various universities to enhance their skills for efficient and effective curriculum delivery. The teachers were asked to submit photocopies of certificates of such participating programmes for documentation.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
-	-	-	-	-

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
CBCS	**2017**	B.A/BSc.(HONS) 1.CORE COURSES(CC) 2.ABILITY ENHANCEMENT COMPULSORY COURSES(AECC) 3.SKILL ENHANCEMENT COURSES(SEC) 4.DISCIPLINE SPECIFIC ELECTIVE(DSC), 5.GENERIC	

		ELECTIVE(GE) B.A/BSc.(GEN.) 1.CORE COURSES(CC), 2.CC-(L1-1) , 3.AECC-1,4.CC-L2-1 5.CC-(L1-2), 5.CC-(L2-2), SEC-1, SEC-2, DSE, GE	

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year. (CBCS introduced by university)

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
All subjects offered by the institution	**Bengali, English, History, Political Science, Sociology, Zoology, Chemistry, Botany**	**NA**	From the academic session, 2017-18	-	**NA**

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

	Certificate	Diploma Courses
No of Students	-	-

1.3 Curriculum Enrichment

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

Value added courses	Date of introduction	Number of students enrolled

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
-	-

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
-	-	-	-	-

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

The verbal feedback obtained in the previous academic session was analyzed and necessary steps were taken to address the issues. The most important was laboratories of science departments. They were developed and are still in the process of development by utilization of the grants received from the government.

Finally, a library was set up with sections dedicated to individual subjects. It was enhanced and well equipped with text books and reference books (including those of science) from various state, national

and international publishers of repute.

The number of classrooms was also increased including a smart-class room.

Necessary steps have been taken by the college authority to inform the higher education department regarding the shortage of teaching staff. Hopefully, it will be dealt with shortly.

The feedback reports of this academic sessions mainly points out the following areas to be dealt with:

a. Further enhancement of the laboratories for the smooth conduction of practical classes.

b. Requirement of specimen supplier by the department of Zoology to supply live specimens for dissection and other practical classes related to anatomy.

c. Requirement of laboratory attendants for smooth conduction of practical classes.

d. Adequate number of teachers for various departments.

e. Up gradation of the library with a librarian.

f. Inclusion of ICT in teaching-learning methods.

All of these have been discussed with the college authority and necessary steps have been initiated to meet the demands at the earliest.

At the departmental and individual levels these problems are being constantly worked upon to give the students the best teaching-learning experience.

Criterion II- Teaching-Learning and Evaluation

2.1 Student Enrolment and Profile

2.1.1. Demand Ratio

Name of the Programme	Number of Seats Available	Number of Applications Received	Students Enrolled
BA English Honours	25	118	09
BA Bengali Honours	25	192	22
BA History Honours	25	87	19
BA Political Science Honours	25	43	13
BA Sociology Honours	25	68	09
BA General	40	292	32
BSc Zoology Honours	25	63	15

2.2 Catering to Student Diversity

2.2.1. Student-Full Time Teacher Ratio

No. of students enrolled in the institution (UG)	No. of students enrolled in the institution (PG)	No. of full time teachers available in the institution teaching only UG courses	No. of full time teachers available in the institution teaching only PG courses	No. of teachers teaching both UG and PG courses
119	-	13	-	-

2.3 Teaching-Learning Process

2.3.1. Percentage of Teachers using ICT for effective teaching with Learning Management Systems (LMS), E-Learning resources etc.

Number of teachers on roll	Number of teachers using ICT (LMS, e-	ICT Tools and resources	Number of ICT enabled	Number of smart classrooms	E-resources and techniques used

	resources)	available	classrooms		
13	**07**	Computer with internet facility, projectors and smart boards	02	02	Internet materials (articles, research papers) used for teaching and learning, classroom demonstration using power point presentations, videos and animations

2.3.2. Student mentoring system available in the institution? Give details. (Maximum 500 words)

Our college provides an interactive environment for the teachers and the students. Dialogical engagement is encouraged not only in the lecture classes and practical sessions but also beyond. With the introduction of the Choice Based Credit System, many departments have opted for assignments and projects as mode of internal assessment. This has provided the opportunity to the students to work on a one-to-one basis with the course teacher towards solving a problem or answering a question. Beyond the academic curriculum students are encouraged to participate in college and block level programs and competitions.

Number of students enrolled in the institution	Number of full time teachers	Mentor: Mentee Ratio
119	13	1:9

2.4. Teacher Profile and Quality

2.4.1. Number of Full Time Teachers appointed

Subjects	No. of Sanctioned posts	No. of Filled Posts	Vacant Posts	Positions filled during the current year	No. of Faculty with PhD
English	02	01	01	0	0
Bengali	03	02	01	0	0

History	03	02	01	01	0
Political Science	03	02	01	0	0
Sociology	05	02	03	0	0
Botany	03	02	01	0	02
Chemistry	03	02	01	0	02
Zoology	03	01	02	0	01

2.4.2 Honours and recognitions received by teachers

(Received awards, recognition, fellowships at State, National, International level from Government recognized bodies)

Year of award	Name of Full Time Teacher	Designation	Name of the Award, Fellowship received from Government or recognized bodies
March 2018	Dr. Debasish Kundu	Assistant Professor in Chemistry	Marie-Sklodowska-Curie Seal of Excellence Award for developing high quality project proposal in EU Framework Programme for Research and Innovations

2.5 Evaluation Process and Reforms

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

Programme Name	Prog. Code	Semester /Year	Last date of the last semester-end/year-end exam.	Date of declaration of results of semester-end/year-end exam
BA/BSc Semester I (Honours and General Examination)	-	2017	Honours-04.01.2018 General-16.01.2018	05.09.2018
BA Part III (Honours and	-	2018	Honours-21.04.2018	16.07.2018

General Examination)			General-23.04.2018	
BA/BSc Semester II (Honours and General Examination)	-	2018	Honours-13.07.2018	04.02.2019
			General-25.07.2018	
BA/BSc Part II (Honours and General Examination)	-	2018	Honours-13.08.2018	05.03.2019 (BA)
			General-03.09.2018	27.02.2019 (BSc)

2.5.2 Reforms initiated on Continuous Internal Evaluation (CIE) system at the institutional level (250 words):

Apart from the class tests that are regularly conducted to evaluate the learning outcomes, as per the requirement of the Choice Based Credit System adopted by The University of Burdwan in 2017, internal evaluation/assessment is done for all the core, generic elective and department specific elective courses. Departments are free to choose the modality of internal evaluation/assessment from the range of options (student seminar/paper presentation, project work or written test) provided by the University. Most of the departments opt for written tests, while some provide topics/questions for small scale research work/literature review. Some departments conduct both. The internal evaluation/assessment is conducted strictly within the time-period earmarked in the academic calendar so that substantial feedback is given to students much ahead of the end-semester examination.

2.5.3. Academic calendar prepared and adhered for the conduct of examination and other related matters (250 words):

Academic calendar is prepared annually and meticulously adhered to every semester. Orientation programme of the newly enrolled students and internal assessment for each and every course, as per the requirement of the Choice-Based Credit System, is conducted strictly following the time-period earmarked in the academic calendar. Parent-teachers' meeting is held every year following the date mentioned in the academic calendar to discuss the shortcomings of their wards which includes poor attendance as well as poor performance in class-tests.

2.6. Student Performance and Learning Outcomes:

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

Prog. Code	Programme Name	No. of students appeared in the final	No. of students passed in the	Pass percentage

		examination	final semester/year examination	
-	B.A. English Honours	07	06	86%
-	B.A. Bengali Honours	12	12	100%
-	B.A. History Honours	07	07	100%
-	B.A. Political Science Honours	01	0	0
-	B.A. Sociology Honours	03	01	33%
-	B.A. General	08	02	25%

2.7.1 Student Satisfaction Survey

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

Student satisfaction survey could not be conducted. IQAC is yet to be formed in the newly established college.

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	NIL	N.A	N.A	N.A
Minor Projects	NIL	N.A	N.A	N.A
Interdisciplinary Projects	NIL	N.A	N.A	N.A
Industry sponsored Projects	NIL	N.A	N.A	N.A
Projects sponsored by the University/ College	NIL	N.A	N.A	N.A
Students Research Projects *(other than compulsory by the College)*	NIL	N.A	N.A	N.A
International Projects	NIL	N.A	N.A	N.A
Any other(Specify)	NIL	N.A	N.A	N.A
Total	NIL	N.A	N.A	N.A

3.2 Innovation Ecosystem

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

Title of Workshop/Seminar	Name of the Dept.	Date(s)
N.A	N.A	N.A

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
NIL	N.A	N.A	N.A	N.A

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
N.A	N.A	N.A

Name of the Start-up	Nature of Start-up	Date of commencement
N.A	N.A	N.A

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
NIL	NIL	NIL

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

Name of the Department	No. of Ph. Ds Awarded
N.A	N.A

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

	Department	No. of Publication(s)	Average Impact Factor, if any
National	Sociology	1	N.A
International	Chemistry	4	3.0

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

Department	No. of publication(s)
Zoology	01
Botany	01

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self-citations
Highly chemoselective reduction of azides to amines by Fe(0) nanoparticles in water at room temperature	SubirPanja, DebasishKundu, SabirAhammed, Brindaban C. Ranu	Tetrahedron Letters	2017	Scopus/ Web of Science	Indian Association for the Cultivation of Science	2
Iron(0) nanoparticles mediated direct conversion of aryl/heteroaryl amines to chalcogenides*via* in	SubirPanja, PintuMaity, Debasish Kundu, Brindaban	Tetrahedron Letters	2017	Scopus/ Web of Science	Indian Association for the Cultivation of Science	5

situ diazotization	C. Ranu					
Copper catalyzed cyanation through C=C bond cleavage of *gem*-aryl dibromide followed by second cyanation of iodoarene by a released CN unit	Pintu Maity, Debasish Kundu, Tubai Ghosh and Brindaban C. Ranu	Organic Chemistry Frontiers	2018	Scopus/ Web of Science	Indian Association for the Cultivation of Science	0
The influence of ancillary ligands on the antitumoral activity of new cyclometallatedPt(II) complexes derived from an ferrocene-pyrazole hybrid	Eva Guillen, Asensio Gonzalez, Pradipta K. Basu, Amrita Ghosh, Merce Font-Bardia, Teresa Calvet, CarmeCalvis, Ramon Messeguer, Concepcion Lopez	*Journal of Organometallic Chemistry*	2017	Scopus, Google Scholar Citations	Durgapur Government College	5
Molecular characterization and phylogenetic analysis of *Plasmodium vivax*, *Plasmodium falciparum*, *Plasmodium ovale*, *Plasmodium malariae*and*Plasmodium cynomolgi*.	Chatterjee S, Mukhopadhyay P, Bandopadhyay R, Dhal P, **Biswal D** and Bandopadhyay P K	Journal of Parasitic Diseases	2017	Scopus/ Web of Science	The University of Burdwan and The University of Kalyani	02
Of Objective Claims	Pinaki Roy	Social	2018		North	-

and Located Accounts: An Ideological Plea to Rethink Knowledge in Assisted Reproductive Technologies from a Feminist Standpoint.		Trends: Journal of the Department of Sociology of North Bengal University			Bengal University	
George Herbert Mead: The Hidden Gem in the Discipline of Sociology"	Sanchari De	Jai MaaSaraswatiGyandayini **ISSN: 2454-8367**	2018	-	GGDC mangalkote	-
NakshalAndoloneNariderBhumika	Anamika Mukherjee	Uttar Prasanga ISSN 2348-1036	2017	-	GGDC mangalkote	-
RabindranatherDhormochetona	Anamika Mukherjee	RabindraCharcha ISSN 2393-3751	2017	-	GGDC mangalkote	-
SashibhusonDasgupterUpnyaseSamajtantricRastrochinta	Anamika Mukherjee	Antormukh ISSN 2249-3751	2017	-	GGDC mangalkote	-
Bangla KathasahityeObohelito Dui Sishucharitro	Anamika Mukherjee	Lokayudh ISSN2395-2938	2017	-	GGDC mangalkote	-

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

Title of the pape	**Name of the author**	**Title of the journal**	**Year of publication**	**h-index**	**Number of citations excluding self citations**	**Institutional affiliation as mentioned in the**

r						**publication**
NIL	NIL	NIL	NIL	NIL	NIL	NIL

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	9	6	3	0
Presented papers	9	4	3	0
Resource Persons	0	0	0	0

3.4 Extension Activities

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

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
N.A.	N.A.	N.A.	N.A.

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

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
N.A	NIL	NIL	NIL

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

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
N.A.	N.A.	N.A.	N.A.	N.A.

3.5 Collaborations

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

Nature of Activity	Participant	Source of financial support	Duration
N.A	N.A	N.A	N.A

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

Nature of linkag	Title of the linkage	Name of the partnering institution/ industry /research lab with	Duration (From-To)	Participant

e		contact details		
N.A.	N.A.	N.A.	N.A.	N.A.

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

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
N.A	N.A	N.A	N.A

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
Nil	Nil

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	12864 sq. mt.	0
Class rooms	10	16
Laboratories	0	3
Seminar Halls	1	0
Classrooms with LCD facilities	0	0
Classrooms with Wi-Fi/ LAN	0	0
Seminar halls with ICT facilities	0	2
Video Centre	0	0
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	0	0
Value of the equipment purchased during the year (Rs. in Lakhs)	1,78,824/-	0
Others	17	4 (toilet 2, staff room 1, store room 1)

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Not yet done	-	-	-

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1299	699814.00	204	99999.00	1503	799813
Reference Books	0	0	0	0	0	0
e-Books	0	0	0	0	0	0
Journals	0	0	0	0	0	0
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	0	0	0	0	0	0
Library automation	0	0	0	0	0	0
Weeding (Hard & Soft)	0	0	0	0	0	0
Others (specify)	0	0	0	0	0	0

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	11	0	1	4	0	2	0	0	0
Added	0	0	0	0	0	0	0	0	0
Total	11	0	0	4	0	2	0	0	0

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

…100 MBPS /GBPS

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	-

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

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e – content
-	-	-	-

4.4 Maintenance of Campus Infrastructure

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

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Nil			

Looked after by the PWD since it is a Government Institution

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

This year our college entered the third. The construction of the second floor of the college building, with facilities necessary for science departments, has almost been completed. The departments of Zoology, Chemistry and Botany have been allotted space in the second floor, with separate laboratories and classrooms. Spatial reorganization has been undertaken in the ground and first floor of the main building to create more classrooms. The departments of English and Bengali and departments of History, Political Science and Sociology have been allotted space in the ground and first floors respectively. Arts departments have been allotted three rooms each to hold parallel classes for students of the annual system as well as the

new entrants under Choice-Based Credit System. Two big gallery-cum-hall rooms located in the first and second floors have been fitted with multiple air conditioners and advanced smart classroom equipments. These big gallery-cum-hall rooms are used for compulsory papers/courses and are also meant for seminars, workshops and examinations. We plan to have more rooms for each department in the near future. Funds from the Government of West Bengal and construction support from Public Works Department are making this creation and reorganization of space possible, in sync with the emerging needs of the institution.

The library has been shifted to a more spacious location in the ground floor. This has helped accommodate the existing collection of books with the newly purchased books of the science departments within the library premises. The library space is fitted with air conditioners to provide comfortable reading experience. Computers are also available to facilitate browsing of library database and online resources. But in the absence of trained librarians and library staff, and a systematic lending-borrowing facility, the use of the library is limited. Students are allowed to consult books under supervision. Record is maintained by the office staff to document and monitor the use of library resources in the absence of trained personnel. Requisition has been sent to the Higher Education Department to provide the latter.

The science laboratories are big and spacious. State-of-the-art equipments have been purchased to facilitate in-depth learning during the practical sessions. We plan to purchase more laboratory equipments and have an internet-enabled computer laboratory for the students in the near future.

The boys' and girls' common rooms are located at the rear end of the college campus. Sports equipments are available therein for the students to utilize during their free time. A long stretch of land is available in between the college building at the one end and the common rooms for boys and girls and the canteen at the other end. Another playground is located outside the college premises. Both are utilized for and during the annual sports event.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Kanyashree	34	Data not available
Financial support from other sources			
a) National	1.T.S.P	1.455	Data not available
b) International	N.A.	N.A.	N.A.

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
N.A.	N.A.	N.A.	N.A.

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2017-18	N.A.	N.A.	N.A.	N.A.	N.A.

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

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
N.A.	N.A.	N.A.

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			**Off Campus**		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

5.2.2 Student progression to higher education in percentage during the year **2018-19**

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to

2017-18	Data not available				

5.2.3Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	N.A.	N.A.
SET	N.A.	N.A.
SLET	N.A.	N.A.
GATE	N.A.	N.A.
GMAT	N.A.	N.A.
CAT	N.A.	N.A.
GRE	N.A.	N.A.
TOFEL	N.A.	N.A.
Civil Services	N.A.	N.A.
State Government Services	N.A.	N.A.
Any Other	N.A.	N.A.

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
Annual sports	Institutional	57

5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2017-18	NIL	NIL	NIL	NIL	NIL	NIL

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

An active body comprising of student representatives from various departments help the teachers to organize sports and other cultural activities in the college. The Sports Sub Committee and Student Affairs Sub Committee are active platforms for student representation and participation. We observe the special days like 'Independence Day' and 'Republic Day' with our students. They, however, do not represent any administrative body.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): **NO**

5.3.2 No. of ~~registered~~ enrolled Alumni: **N.A.**

5.3.3 Alumni contribution during the year (in Rupees) **: N.A.**

5.3.4 Meetings/activities organized by Alumni Association **: N.A.**

CRITERION VI

6.1 INSTITUTIONAL VISION AND LEADERSHIP

6.1.1Mention two practices of decentralization and participative management during the last year

As in the previous academic years decentralization in our institution was carried out by the formation of various academic and non-academic committees involving faculty members from all existing departments. They were formed at the beginning of the academic session through meetings convened by the Teachers' Council Secretary in the presence of the Officer-in-Charge. For coordinated actions of the committees an academic calendar was formed subsequently which was followed throughout the year. The academic committees were concerned with teaching and evaluation of students while the non-academic committees looked after cultural and creative activities along with various administrative responsibilities for the proper functioning of the institution.

The committees formed were:

- Admission
- Election
- Students' Affairs
- UGC & Seminar
- External Examination
- Internal Examination
- Teachers' Welfare
- Publication
- Canteen
- Sports
- Visakha

6.1.2 Does the institution have a Management Information System (MIS):NO

6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT

6.2.1 Quality improvement strategies adopted by the institution for each of the following:

Curriculum Development:

The faculty members of the college actively participated in the development of the curriculum trying to make it more relevant and student-friendly. In addition to these some problems were faced in the implementation of the curriculum (especially with respect to the science departments) due to the location of the college, lack of infrastructural facilities and so on. The problems were aggravated because of the introduction of the Choice Based Credit System (CBCS) from this academic session by the affiliating university. All such problems together with

suggestions for improvements were recorded by the departments through meetings chaired by their respective heads.

Teaching and Learning:
The common teaching method followed was Lecture method using chalk and blackboard as the teaching aids. Audio-visual aids like power point presentations were used to improve the teaching-learning experience.

Demonstration method was followed by science departments in their laboratories by performing experiments, dissecting live specimens or by using charts and models. Learning by doing method was followed by the students of the science departments when they performed the experiments and/or dissections themselves following the demonstrations.

Field visit was conducted by Zoology department where students received first-hand information by observing places and real life objects. It also helped them to grow a strong bond between themselves by developing the feelings of brotherhood and sharing.
Students wrote assignments and conducted projects.

Examination and Evaluation:
Examination committee chalked out plans for test examinations (for old syllabus) and internal assessments (for CBCS) of theoretical papers of all departments to be conducted centrally. Internal assessments for practical papers (for CBCS) were conducted by science departments. Internal assessments were taken in the form of written tests, viva voce or assignments as decided by the departments. Class tests and weekly tests were conducted in the same mode. Students were made aware of their shortcomings. Supplementary tests were conducted for students who performed poorly. Scores were documented for further reference.
For university examinations to be conducted at the college, responsibility was entrusted on the examination committee. Teaching and non-teaching committees extended their full support. For practical exams, the respective heads were responsible.

Research and Development:

The Department of Chemistry has taken an active initiation in this field and soon will be having funded projects.

Library, ICT and Physical infrastructure/Instrumentation:

The college is under construction which depends on funds from the government. In addition to earlier developments, the following were possible utilizing the funds received:

1. The library needed to be boosted up after the introduction of CBCS. The library was upgraded with newer text books and reference books in English and Bengali from renowned state, national and international publishing houses. This included books for theory, practical and field study as required by the science departments.

2. Number of classrooms with basic facilities was increased.

3. Smart classrooms equipped with smart boards and ICT facilities were made available.

Human Resource Management:

The teaching and the non-teaching staffs together constitute the human resources of this institution. The basic process of human resource management in the institution remained the same as in previous academic sessions.
The non-teaching staff worked under the direct supervision of the head of the institution (Officer-in-Charge) while the teaching staff worked at institutional and departmental levels.
At the institutional level, the teachers attended meetings convened by the Teachers' Council Secretary in the presence of the Officer-in-Charge. At departmental levels, the faculty members of individual departments attended meeting organized by their respective heads.

Industry Interaction/ Collaboration: Even in this academic session it was not possible for the college to organize industry interaction or any other collaboration programme.

Admission of Students: As in previous sessions, online admission system was followed by the institution (according to the rules framed by the affiliating university) for maintaining transparency. The admission committee took care of this. All the faculty members and the non-teaching staff extended their full support to make the process of admission successful.

6.2.2Implementation of e-governance in areas of operations:

Planning and Development: No

Administration: In case of emergencies the teaching and non-teaching staffs were informed by mail from the head of the institution (Officer-in-Charge).

Finance and Accounts: The management of the finance and accounts was no different from earlier sessions. It was mainly taken care of by the non-teaching staff of this college qualified for the purpose. They used West Bengal Information Financial Management System (WBIFMS) as required to be followed by all the government colleges in West Bengal. The purchase committee kept records of things bought by various departments of the college. The income tax committee helped the teachers to calculate their income taxes and/or their arrears (if any) using the income tax calculator from the income tax website.

Student Admission and Support: The process of admission was carried out by the admission committee following the rules framed by the affiliating university. Online procedure was followed in order to maintain transparency. The students were however required to physically verify their credentials at the college to complete the process of admission. All the faculty

members cooperated in the process. The non-teaching staff of the college extended their helping hand as well.

Examination: As in the earlier academic sessions, form fill-up for registration was done online on dates specified by the affiliating university. The admit cards were distributed from the college office. The non-teaching staff helped in the process.

6.3 FACULTY EMPOWERMENT STRATEGIES:

6.3.1 Teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year: No

6.3.2 Number of professional development/ administrative training programmes organized by the college for teaching and non-teaching staff during the year: Nil

6.3.3 Number of teachers attending professional development programmes like Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year:

Title of the professional development programme	**Number of teachers who attended**	**Date and duration (from – to)**
133rd Orientation Programme	Madhumita Chakraborty	24.05.18 to 20.06.18
21st Orientation Programme	Akash Kedia	04.06.18 to 30.06.18

6.3.4 Faculty and Staff recruitment (no. of permanent/ fulltime recruitment)

TEACHING		NON-TEACHING	
Permanent	Temporary/ Guest	Permanent	Fulltime/Temporary
1	1	Nil	1

6.3.5 Welfare schemes for:

Teaching	No
Non-teaching	No
Students	Kanyashree Prakalpa, Sitaram Jindal Foundation, Post Matric Scholarship Schemes Minorities, West Bengal Minorities Development and Finance Corporation, Swami Vivekananda Scholarship

6.4 FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION:

6.4.1 Institution conducts internal and external financial audits regularly: No

6.4.2 Funds/ Grants received from management, non-government bodies, individuals, philanthropies during the year (not covered in Criterion III): No

6.4.3 Total corpus fund generated: Nil

6.5 INTERNAL QUALITY ASSURANCE SYSTEM:

6.5.1 Whether Academic and Administrative Audit (AAA) has been done: No

6.5.2 Activities and support from the Parent-Teacher Association: No

6.5.3 Development Program for support staff: No

6.5.4 Post Accreditation Initiatives: No

6.5.5:

a. Submission of Data for AISHE portal: Yes

b. Participation in NIRF: No

c. ISO certification: No

d. NBA or any other quality audit: No

6.5.6 Number of Quality Initiatives undertaken during the year: No

CRITERION VII –INSTITUTIONAL VALUES AND BEST PRACTICES

CRITERION VII –INSTITUTIONAL VALUES AND BEST PRACTICES		
INSTUTIONAL VALUES AND SOCIAL RESPONSIBILITIES		
GENDER EQUITY (NUMBER OF GENDER EQUITY PROMOTION PROGRAMMES ORGANISED BY THE INSTITUTION DURING THE YEAR		
Title of the program	**Period (from –to)**	**Participants**
		FEMALE MALE
NO	NO	NO

7.1.2 ENVIRONMENTAL CONSCIOUSNESS AND SUSTAINABILITY ALTERNATIVE ENERGY INITIATIVES SUCH AS : PERCENTAGE OF POWER REQUIRMENT OF THE COLLEGE MET BY THE RENEWABLE ENERGY SOURCES
The construction of the college is more or less complete. However, initiatives for use of alternative energy sources could not be undertaken though they will be considered once the arrangements for the basic necessities of the institution is complete. In order to awaken environmental awareness among the students the college organized seminars on water conservation and adverse effects of deforestation.

7.1.3DIFFERENTLY ABLED (DIVYANGJAN)FRIENDLINESS		
ITEM FACILITIES	**YES/NO**	**NO OF BENEFICIARIES**
PHYSICAL FACILITIES		
PROVISION FOR LIFT		
RAMP/RAILS	YES	1
BRAILE SOFTWARE		
REST ROOM		
SCRIBES FOR EXAMINATION		
SPECIAL SKILL		

DEVELOPMENT		
ANY OTHER SIMILAR FACILITIES		

7.1.4 INCLUSION AND SITUATEDNESS

ENLIST MOST IMPORTANT INITIATIVES TAKEN TO ADRESS LOCATIONAL ADVANTAGE AND DISADVANTAGE

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiatives	Name of the initiatives	Issues addressed	Number of paticipating students and staff
2017-2018	NA	NA	NA	NA	NA	NA

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
		NOT APPLICABLE

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to-------)	Number of participants
LEGAL AWARENESS CAMP	24.08.2017	45

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

Eco-friendly campus goes a long way in developing environmental consciousness among the students to be used in their later life. The following eco-friendly practices were undertaken:

1. Less wastage of water by making the students aware of the status of water scarcity around the world.

2. Less wastage of paper by letting the students know that they are derived from plants.
3. Switching off the lights and fans when leaving the classrooms to conserve energy.
4. Taking care of the kitchen garden and passing on their knowledge to the newly admitted students.
5. Enlightening them about the importance of rain water harvesting and how it could be put into use considering their agrarian backgrounds.

7.2 Best Practices

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

Every educational institution has a social responsibility besides imparting academic knowledge. The institution tries to add values to the lives of students and thereby perform their social roles by institutional best practices. In this academic session the following practices were undertaken:
1. The female teachers took initiatives to make the female students aware of menstrual hygiene and its importance for their wellbeing.
2. The students were made to participate in campus cleaning programmes mainly targeting the removal of containers and similar such places which can hold water after the rains and form breeding grounds for vectors (mainly mosquitoes). They were successfully eradicated preventing the spread of contagious diseases.
3. Flag hoisting programmes during Independence and Republic days were organised to instil patriotism among the students irrespective of their sex, caste, creed, colour and religion.

7.3 Institutional Distinctiveness

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

The main aim of our institution has always been all-round development of students. We aim at producing students who are academically sound, socially aware and morally upright. Therefore, the following activities were undertaken in this academic session:
1. **Inculcation of artistic values**: Development of soft skills like singing, dance and recitation were encouraged by organising cultural programmes in the college on occasions like Teachers' Day. An annual wall magazine published by the college also allowed the student to showcase their writing skills. They have important roles in character building of a student.
2. **Physical fitness**: The students were encouraged to participate and compete with each other on annual sports' day organized by the college to develop sportsman spirit in them. It also makes them aware of the importance of physical fitness in their day to day life.
3. **Career counselling**: The students were made aware of the numerous possibilities after the completion of their course (or even before) and guiding them through proper counselling.
4. **Personality development**: Encouraging the students to participate in group activities like sports, campus cleaning campaigns and awareness programmes helps in their overall personality development. This was taken care of.

5. **National consciousness**: Celebration of national festivals like Independence Day and Republic Day serves to develop a feeling of patriotism and respect for the motherland among the students irrespective of their sex, caste, creed, colour and religion. This was also taken care of.
6. **Women empowerment**: Advancement of a society depends on advancements of women. As a result, the female students were made conscious of the various roles they can play for the betterment of the society by making them aware of their rights through various programmes.
7. **Field study**: Field studies act as an important supplement for conventional classroom teaching. It also develops the feeling of brotherhood among the students through sharing and caring thereby strengthening the bonds between the students. Field studies were undertaken by the science departments (Zoology and Botany).
8. **Skill development of teachers:** The teachers of the college are continuously encouraged to participate in various programmes like Orientation programmes, Refresher Courses, Summer/Winter Schools or any other such programmes that serve to develop their teaching and administrative skills.

http://mangalkotegovtcollege.org/

8. **Future Plans of action for next academic year (500 words)**

Production of human resources needs proper cultivation of young minds to inculcate in them social, economic, cultural and environmental awareness. Only then they can help in the sustainable development of the society. Keeping these things in mind the following actions were planned to be undertaken in the next academic year:

1. Construction of a computer laboratory for the students to be accessed for their project works or other e-resources.

2. Further development of laboratories of science departments.

3. Further up gradation of the library.

4. Efforts will be made to fill in the vacant posts of the teaching and non-teaching staffs by approaching the appropriate authority.

5. Making arrangements for generators as it has not yet been successful.

6. Making arrangements of sports goods (both indoor and outdoor) to be used by the students during their free time.

7. Organizing gender sensitization programmes to spread the message of gender equality and respect for women.

8. Organizing awareness programmes for safe sex and Sexually Transmitted Diseases (STDs) considering the vulnerable age group of the students.

9. Increasing the number of classrooms with sufficient furniture.

10. Purchase of devices of audio-visual aids like projectors to be used by the teachers.

Name DR. DEBRAJ BISWAL _____ *Name* DR. PRADIPTA KUMAR BASU _____

Government General Degree College Mangalkote

_____ _____

Signature of the Coordinator, IQAC *Signature of the Chairperson, IQAC*

_____***_____