



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	MUGBERIA GANGADHAR MAHAVIDYALAYA
Name of the head of the Institution	Swapan Kumar Misra
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03220-270236
Mobile no.	9002275816
Registered Email	mugberia_college@rediffmail.com
Alternate Email	mugberia_college@mail.vidyasagar.ac.in
Address	Bhupatinagar, Purba Medinipur 721425 West Bengal
City/Town	Contai
State/UT	West Bengal
Pincode	721425

<b>2. Institutional Status</b>																			
Affiliated / Constituent			Affiliated																
Type of Institution			Co-education																
Location			Rural																
Financial Status			Self financed and grant-in-aid																
Name of the IQAC co-ordinator/Director			Dr. Kalipada Maity																
Phone no/Alternate Phone no.			03220270236																
Mobile no.			9434611354																
Registered Email			kmaity78@gmail.com																
Alternate Email			kalipada_maity@yahoo.co.in																
<b>3. Website Address</b>																			
Web-link of the AQAR: (Previous Academic Year)			<a href="http://www.mugberiagangadharmahavidyalaya.org/aqar.php">http://www.mugberiagangadharmahavidyalaya.org/aqar.php</a>																
<b>4. Whether Academic Calendar prepared during the year</b>			Yes																
if yes,whether it is uploaded in the institutional website: Weblink :			<a href="http://www.mugberiagangadharmahavidyalaya.org/files/Academic%20calendar%202017-18.pdf">http://www.mugberiagangadharmahavidyalaya.org/files/Academic calendar 2017-18.pdf</a>																
<b>5. Accrediation Details</b>																			
<table border="1"> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> <tr> <td>3</td> <td>B+</td> <td>2.71</td> <td>2019</td> <td>01-Apr-2019</td> <td>31-Mar-2024</td> </tr> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	3	B+	2.71	2019	01-Apr-2019	31-Mar-2024
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				Period From	Period To														
3	B+	2.71	2019	01-Apr-2019	31-Mar-2024														
<b>6. Date of Establishment of IQAC</b>			20-Sep-2011																
<b>7. Internal Quality Assurance System</b>																			
<table border="1"> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by IQAC</th> <th>Date &amp; Duration</th> <th>Number of participants/ beneficiaries</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>						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								
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Quiz Competition	13-Jul-2018 1	26
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L::asset('/', 'public/').'/public/index.php/admin/get\_file?file\_path='.encrypt('Postacc/Special\_Status/'.\$instdata->upload\_special\_status))}}

[View Uploaded File](#)

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	B.Voc	UGC	2018 2	819578
Institution	National Seminar	NAAC	2019 2	100000
Institution	Building	UGC	2019 1	1231771
Department	National Seminar	UGC	2018 3	30000
Faculty	Minor Research Project	UGC	2018 1	14000
Faculty	Minor Research Project	WBDST	2019 1	65000
Faculty	Minor Research Project	WBDST	2019 1	62000
Faculty	Major Research Project	WBDST	2019 1	301400
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View Link](#)

**10. Number of IQAC meetings held during the year :**

5

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

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

Yes

If yes, mention the amount	100000
Year	2018

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

IQAC prepared Departmental Annual Academic Audit form and supplied to all departments collect the Reports from each department within stipulated time. ? IQAC follow the CAS guideline of State Govt. and UGC for faculty promotion and regularly inform the faculties about the guideline by organizing seminar or workshop.

? IQAC regularly review the final results of the university in its meeting. ? Member or coordinator of IQAC is the member in the quest teacher appointment committee and the member inform the UGC guideline. The IQAC regularly issued notification to each dept. and request to develop strategy regarding slow and advance learners.

IQAC prepare teachers' diary for each teacher which help to identify different lacuna from each dept. ? IQAC request the principal to collect class report from the students for every semester of each department.

? IQAC also prepare the feedback form and collect from the students and review quarterly

? Member or coordinator of IQAC is the member in disciplinary committee and Hostel committee  
Date : 13.07.2018 ? The IQAC reform the Continuous Internal Assessment by Student teaching method like group discussion, model presentation, Quiz Competition etc.

? The IQAC also requested to principal to supply the teacher diary for daily teacher note purpose. ? The IQAC reviewed the routine for the academic session 2018-19 ? The IQAC also requested to all HOD to submit the dept. yearly report and demand list.

No Files Uploaded !!!

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

Plan of Action	Achivements/Outcomes
No Data Entered/Not Applicable!!!	
No Files Uploaded !!!	

## 14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	24-Aug-2020

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

Yes

Date of Visit

28-Mar-2019

16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	11-Jun-2020
17. Does the Institution have Management Information System ?	No

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

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

Mugberia Gangadhar Mahavidyalaya is affiliated to Vidyasagar University, Paschim Medinipur, West Bengal, and it follows the University prescribed curriculum. The curriculum design and model adopted by the college is framed by the Vidyasagar University, Paschim Medinipur. Besides university curriculum, the college strictly follows the guidelines of NCTE for B.Ped & M.P.Ed courses. The college has also developed its own curriculum for certificate courses, like, Communicative English, Income tax practices, Business Management and Yoga therapy. This institution has also developed the curriculum for Diploma course in Tourism & Hotel Management. Different steps which are followed by the institution to ensure effective curriculum delivery through a well planned and documentation process are as follows:- a) The Annual Academic Calendar is prepared according to the University Calendar prior to the commencement of the academic year by IQAC, specifying available dates for significant activities like, class tests to ensure proper teaching learning process and continuous evaluation and it is displayed in the Students, teachers & departmental Notice Board. b) Meeting is held in each department at the end of the academic year to discuss about the course distribution for the next academic session. Based on the expertise of individual teacher, the syllabus is allotted to them by the Head of the Department. Every department prepares teaching plan, allotting term-wise topics to be taught and the report is sent to the principal and IQAC. Principal also meets with the departmental committee, academic sub-committees and teachers' council and write down all the suggestions regarding implementation of curriculum, syllabus distribution, teaching learning methods, and the possible requirements, later he takes initiative to implement the curriculum effectively through various activities. To implement the curriculum admission process is maintained as per university subject bunching. c) Syllabus of each subject for the academic session is provided to the students. Some teachers maintain a personal diary for effective academic planning, implementation and review of the curriculum. d) Theory & Practical classes are held according to the Time-Table which is prepared prior to the commencement of the academic year by the Routine Committee and is published in students' & teachers' & departmental Notice Board. e) In addition to traditional pedagogical tools 'Chalk and Board' method, use of modern teaching aids and ICT are encouraged by using visual class room, smart class room, projector, laptop with Wi-Fi connections. Moreover, YouTube assisted learning; experiential learning, participative learning & Problem-Solving method are also used for effective curriculum delivery. f) Classroom teaching is supplemented with seminars, exhibition, workshops, special lectures, group discussions,

Tutorials, Departmental Quiz, Wall Magazine, paper presentation by the students, projects, group assignments, term-papers, educational tours, field trips and industrial visits for effective delivery of curriculum, which are done in a planned manner. Records are maintained by each department and information is provided to IQAC for documentation. g) The College Central Library provides teachers with necessary learning resources for effective delivery of curriculum. All faculty members have been provided with unique user ID and password for accessing INFLIBNET. There are provisions to maintain the

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
<b>A</b> <b>Certificate</b> <b>Course in</b> <b>Vermi</b> <b>Compost</b>	<b>NA</b>	<b>23/08/2018</b>	<b>180</b>	<b>entrepreneurship</b> <b>Generation</b>	<b>Yes</b>
<b>NA</b>	<b>Computer</b> <b>Application</b> <b>and IT</b>	<b>25/06/2019</b>	<b>365</b>	<b>employability</b> <b>Generation</b>	<b>Yes</b>
<b>NA</b>	<b>Soil</b> <b>Management</b> <b>by Vermicomposting</b>	<b>25/06/2019</b>	<b>365</b>	<b>entrepreneurship</b> <b>Generation</b>	<b>Yes</b>

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
<b>MA</b>	<b>Bengali</b>	<b>19/07/2018</b>
<b>BVoc</b>	<b>B.Voc in Food</b> <b>Processing</b>	<b>15/11/2018</b>
<b>BVoc</b>	<b>B.Voc in Tourism and</b> <b>Hotel Management</b>	<b>13/12/2018</b>
<b>No file uploaded.</b>		

#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
<b>MA</b>	<b>Bengali</b>	<b>19/07/2018</b>

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

	Certificate	Diploma Course
<b>Number of Students</b>	<b>150</b>	<b>100</b>

### 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
<b>UGC Sponsored</b> <b>Certificate Course in</b> <b>Communicative English</b>	<b>23/08/2018</b>	<b>23</b>

[View Uploaded File](#)

### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	BNGH	77
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## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

#### Feedback Obtained

In every academic year the institution has conducted survey on feedback collection and analyses from Students, Teachers, Alumni and Parents to monitor teaching learning process efficacy and overall development of the college. The respondents faced 20 questions in a four (4) point scale questionnaire developed by IQAC covering the areas of physical facilities available in the college, teaching learning environment, evaluation transparency, teacher-students relationship, grievances and health and sanitation. In this online survey total 1505 students, 95 teachers, 30 alumni and 74 parents took part. After verifying the responses provided by the respondents, the responses were taken into consideration for analysis point wise. By analyzing the responses obtained from the students it is observed that regarding syllabus covered of the each semester, teacher's preparation on the topic being instructed in the class, the communicating ability of the teacher, the approach of the teacher to describe the matter being instructed in the class, fairness of the Internal Evaluation, discussion about performance of the student's in assignment by the concerned teacher, interest of the institution in promoting internship, exchange of students and opportunity of the students in field visit, teaching and mentoring process of the institution, almost all the students answered satisfactorily and stated that they are pleased by the institutional performance in all the above points. Not only that but also regarding the course outcomes and programme outcomes provided by the teachers, mentor's necessary follow-up action on an assigned task to the students, the ability of the teachers to identify the weakness of the students and assist to overcome, institutional use of student centric method in learning experience, teachers encouragement to participate in extracurricular activities, efforts are made by the institute or teachers to inculcate soft skills, life skills and employability skills to make the student ready for the world of work, use of ICT tools by the teachers during instruction in the class, overall quality of teaching learning process, maximum students expressed their satisfaction to all those points and rated the institutional initiations by putting maximum score in the 4 point scale. From the feedback of teachers it is noticed that most of them put some suggestions to improve the teaching learning process and over all development of the college. Such as, computer literacy is required for the students and workshop to train teachers about the new technology, more laboratory instruments should be purchased, 24 hours power supply should be

provided, more teachers required etc. And from the feedback analysis it is seen that all the alumni and parents commented that the institution is a very good college with good faculty, good library and good environment and suggested to upgrade the college as the autonomous and Grade -A college. In their opinion the institution is developing day by day with good infrastructure, faculty and modern learning techniques. By viewing analyzing the shortcomings mentioned by the respondents, the IQAC of the institution tries its level best to resolve the same accordingly in the coming academic sessions.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BVoc	B.Voc in T& H management	50	53	22
BVoc	B.Voc in Food Processing	50	55	42
MPed	MPed	40	50	40
BPed	BPed	50	40	24
MSc	Mathematics	20	47	20
MA	Bengali	40	55	38
BCom	B.Com (Hons) in Accountancy	74	122	54
BSc	Bsc (Hons) in Chemistry Bsc (Hons) in Mathematics Bsc (Hons) in Physics Bsc (Hons) in Zoology Bsc (Hons) in Nutrition Bsc(Hons) in Geography Bsc(Hons) in Economics BSc (General) in Physiology Bsc (General) in Botany B.Sc (General) Pure B.Sc	461	835	347
BA	BA (Hons) in Bengali BA (Hons) in English BA (Hons) in History BA (Hons) in Political Science BA	1700	2213	1356



(Hons) in  
Philosophy BA  
(Hons) in  
Sanskrit BA  
(Hons) in Music  
BA (General) in  
Education BA  
(General) in  
Physical  
Education BA  
(General)

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## 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1845	60	100	0	100

## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
100	75	188	39	30	50

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Students mentoring system is available in the institution. It is formed according to the guidelines of the UGC. Mentoring System for students in every department has been introduced to minimize the stress of students from the load of vast curriculum. As because of the rural and backward area, most of the students have come from poor family, apart from their regular studies they have usually contributed to their family in various manner, round the year they worked in the paddy field. It has been seen that due to physical and mental stress most of the students are found psychologically weak. To counter the problem, each and every department have started mentoring to know the actual reason of the stress, HODs are entrusted the duty to keep the record of the mentor mentee discussions. The Principal and management of the college also takes part regularly to find the problem.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2246	100	1 : 22

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
35	28	7	7	17

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Bidhan Chandra Samanta	Associate Professor	Outstanding Paper Award in Chemistry on 01.03.2019 from Department of Sceince and Technology and Biotechnology, Government of West bengal

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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BNGH	End semester04	15/03/2019	27/06/2019

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

CIE is often regarded as the integrated part of the HE. The entire examination system is based on the guidelines of the affiliating University, However ours college is conducted PG courses in Mathematics, Bengali, and M.P.Ed, thus the BOS of the college is entrusted to set the CIE. Presently 20 marks are allotted for IE. Each departments of the college takes IE according to the academic calendar made by the college authority and IQAC. the teachers are given full freedom to conduct the IE according to the best feasible way. To say, many departments have organized surprised test, quiz competitions, online quiz, etc, in order to strengthen the online mode of education system as well as skills of the students almost all the departments have created departmental Whatsapp group which plays an important role in the continuous reforms system on the CIE.

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

Academic calendar usually prepare and supplied by the affiliating university to the affiliated colleges, however BOS of the PG departments have been entitled to prepare academic calendar in accordance with the university calendar. Conducts of final examinations are subjects of university discretion and the college adheres so whenever requires. A dedicated team for conducting internal and end semester examination are formed in the academic council meeting.

## 2.6 – Student Performance and Learning Outcomes

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

## 2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
NUTH	BSc	Nutrition	21	20	95.23
MTMH	BSc	Mathematics	16	16	100
CEMH	BSc	Chemistry	12	12	100
MUSH	BA	Music	7	6	85.71
SANH	BA	Sanskrit	28	24	78.57
HISH	BA	History	14	11	78.57
PHIH	BA	Philosophy	13	11	84.61
BNGH	BA	Bengali	79	77	97.46
ENGH	BA	English	49	45	91.83
PLSH	BA	Pol. Science	7	7	100
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## 2.7 – Student Satisfaction Survey

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

[http://www.mugberiagangadharmahavidyalaya.org/files/igac\\_activity/1545023148\\_Feedback\\_Analysis\\_of\\_stakeholder\\_Group.pdf](http://www.mugberiagangadharmahavidyalaya.org/files/igac_activity/1545023148_Feedback_Analysis_of_stakeholder_Group.pdf)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	1095	DSTBT, GoWB	1.35	0.62
Any Other (Specify)	1095	DSTBT, GoWB	1.65	0.65
Any Other (Specify)	1095	DSTBT, GoWB	7.91	3.01
Minor Projects	730	UGC	5	0.14
Minor Projects	548	UGC	1	0.1
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### 3.2 – Innovation Ecosystem

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

practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Environmental Hazards and Waste Management	Zoology	28/08/2018
Trends in Environmental History in India: Theories, Issues, Perspectives	History	23/08/2018
Multidimensional Approach for Academic Accomplishment of Physical Education as a True Profession	Physical Education	13/07/2018
Information and Communication Technology (ICT) and systematic teaching learning: prospects and challenges in rural setup	IQAC	04/12/2018
APC Roy Memorial Lecture No. 3 A Science Devotee, Bengal Chemist and Patriotic Entrepreneur	Chemistry	02/08/2018
Green Engineering and Sustainable Development In Collaboration with Indian Chemical Society Kolkata	Chemistry	20/08/2018
Recent Innovations in Food and Nutritional Sciences	Nutrition	31/08/2018

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Supramolecular self-assembly, DNA interaction, antibacterial and cell viability studies of Cu(II) and Ni(II) complexes derived from NNN donor Schiff base ligand	Dr Bidhan Chandra Samanta, Associate Professor, Department of Chemistry	Department of Science and Technology and Biotechnology, Govt. of West Bengal	01/03/2019	Outstanding Paper Award in Chemistry
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### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
1	Vermicomposting Production Unit	Own	Preparation of vermicompost	Commercialize	23/08/2018
2	Moringo production unit	Own	Herbal product development	Commercialize	22/01/2019
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### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
1	0	0

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

Name of the Department	Number of PhD's Awarded
0	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Chemistry	3	2.5
International	Mathematics	5	2.8
National	Sanskrit	1	1.0
International	Physical Education	3	1.5
National	English	1	0
National	Philosophy	1	0
National	Nutrition	1	1.5
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#### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Education	1
Political Science	1
Philosophy	1
Physical Education	11
Nutrition	1
Chemistry	2
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#### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the	Name of	Title of journal	Year of	Citation Index	Institutional	Number of
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Paper	Author		publication		affiliation as mentioned in the publication	citations excluding self citation
Supramolecular self-assembly, DNA interaction, antibacterial and cell viability studies of Cu(II) and Ni(II) complexes derived from NNN donor Schiff base ligand	Dr Bidhan Chandra Samanta	Inorganica Chimica Acta	2019	3	Assistant Professor, Department of Chemistry, Mugberia Gangadhar Mahavidyalaya	3
Quantifying conventional C-H... $\pi$ (aryl) and unconventional C-H... $\pi$ (chelate) interactions in dinuclear Cu(II) complexes: Experimental observations, Hirshfeld surface and theoretical DFT study	Dr Bidhan Chandra Samanta	New Journal of Chemistry	2018	10	Assistant Professor, Department of Chemistry, Mugberia Gangadhar Mahavidyalaya	10
Synthesis, structure and biological properties of a Co(II) complex with tridentate Schiff base	Dr Bidhan Chandra Samanta	Journal of Coordination Chemistry	2018	2	Assistant Professor, Department of Chemistry, Mugberia Gangadhar Mahavidyalaya	2

ligand						
Use of “e” and “g” operators to a fuzzy production inventory control model for substitute items	Dr Kalipada Maity	RAIRO-Operation Research	2018	1	Assistant Professor, Dept. of Mathematics , Mugberia Gangadhar Mahavidyal aya	1
A Fuzzy Optimal Control Inventory Model of Product-Process Innovation and Fuzzy Learning Effect in Finite Time Horizon	Dr Kalipada Maity	The International Journal of Fuzzy Systems	2019	1	Assistant Professor, Dept. of Mathematics , Mugberia Gangadhar Mahavidyal aya	1
A multi-objective Solid Transportation Problem with reliability for damageable items in Random Fuzzy Environment	Dr Kalipada Maity	International Journal of Operational Research	2018	1	Assistant Professor, Dept. of Mathematics , Mugberia Gangadhar Mahavidyal aya	1
Multi-objective municipal solid waste management recycling problem in fuzzy-rough environment	Dr Kalipada Maity	International Journal of Process Management and Benchmarking	2018	1	Assistant Professor, Dept. of Mathematics , Mugberia Gangadhar Mahavidyal aya	1
Bharatiya Darshane Shanti reba Mukti	Dr Manoranjan Das	Rtayani	2018	0	Assistant Professor, Dept. of Sanskrit, Mugberia Gangadhar	0

					Mahavidyal aya	
"Compari son of phy siological status between active and sedentary women"	Biswajit Dhali and Dr. Deba Prasad Sahu	"Interna tional Journal of Physiology , Nutrition and Physical Education"	2018	0	Assistant Professor, Dept. of Physical Education, Mugberia Gangadhar Mahavidyal aya	0
The Jolly War: Studying Humour and its Role in the Great War in Bruce B airnsfathe r's Fragments from France"	Taniya Neogi	English Forum journal of the Department of English, Gauhati University	2018	0	Assistant Professor, Dept. of English, Mugberia Gangadhar Mahavidyal aya	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
A Fuzzy Optimal Control Inventory Model of P roduct-Pro cess Innovation and Fuzzy Learning Effect in Finite Time Horizon	Dr Kalipada Maity	The Inte rnational Journal of Fuzzy Systems	2019	1	1	Assistant Professor, Dept. of M athematics , Mugberia Gangadhar Mahavidyal aya
Synthesis, structure and biological properties of a Co(II) complex with	Dr Bidhan Chandra Samanta	Journal of Coordin ation Chemistry	2018	2	2	Assistant Professor, Dept. of Chemistry, Mugberia Gangadhar Mahavidyal aya



tridentate Schiff base ligand					
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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	4	1	0	0
Attended/Seminars/Workshops	2	4	0	0
Resource persons	0	0	0	0
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### 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Foot Ball Competition for Class VIII level school students.	Dept. Of Physical Education with NSS and Bhagbanpur -2 Block	20	120
Banomahotsab	NSS with Purba Medinipur Zila Parisad Forest Department	22	325
Waste Management Campaign	Department of Zoology with NSS and Bhagawan Pur 2-Block	10	114
National Science Day observation by means of memorial lecture, quiz, model and poster competition	Research cell with NSS and IQAC with nearby secondary and higher secondary schools	25	320
Awareness Camp on "Food Adulteration"	NSS with Raghunath Chack Village under Mugberia Gram Panchayat	8	257
<a href="#">View File</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	Number of students Benefited

20th Purba Medinipur Inter College Sports and Games Championship 18-19	Champion Award	Department of Higher Education, Govt of West Bengal	63
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Special winter Camp	NSS unit, Mugberia Gangadhar Mahavidyalaya	Tobacco Free Zone campaign	3	266
Annual NCC Regular activities	NCC unit, Mugberia Gangadhar Mahavidyalaya	International day of Yoga	5	189
Annual NCC Regular activities	NCC unit, Mugberia Gangadhar Mahavidyalaya	Swachhta Hi Seva	5	165
Annual NCC Regular activities	NCC unit, Mugberia Gangadhar Mahavidyalaya	Safai Abhiyan in college campus	5	166
Annual NCC Regular activities	NCC unit, Mugberia Gangadhar Mahavidyalaya	Swachha Bharat Abhiyan	5	173
Annual NSS Regular activities	NSS unit, Mugberia Gangadhar Mahavidyalaya	National Youth Day observation	3	299
Annual NSS Regular activities	NSS unit, Mugberia Gangadhar Mahavidyalaya	Observation of Swachhta Pakhwada	3	320
Annual NSS Regular activities	NSS unit, Mugberia Gangadhar Mahavidyalaya	One day seminar on Swachhta Shapat	3	275
Annual NSS Regular activities	NSS unit, Mugberia Gangadhar Mahavidyalaya	NSS Day Celebration	3	260
Special winter Camp	NSS unit, Mugberia Gangadhar Mahavidyalaya	Special Aids Day Programme	3	280

**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
Collaborative activities for research (IISER, Kolkata University of Kalyani)	2	Own	8
Collaborative activities for faculty exchange (University of Calcutta) on life and activities of APC Ray	60	College fund	1
Collaborative activities for student exchange (Egra S.S.B. College) on Therapeutic uses of Cinamol	10	College fund	1

[View File](#)**3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year**

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Internship Program as per syllabus	Bhhupatina gar Kannya Vidyalaya, Champainagar S. C. High School, Chakrasul I. N. High School, Manikjhoar K. K. High School, Barbaria Hazra Vidyapith, Barabari Srikrishna High School Madhabpur High School,	19/09/2018	11/10/2018	30

Jukhia K. N.  
Bani Mandir,  
Raghunathcha  
k Gunad

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Microtrack, Authorized Training Centre of CMC Ltd	25/06/2019	Provide industry training for B. Voc. course in Computer application IT ii. Help in recruitment in various industries at the end of final exam of the degree	50

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#### CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

##### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1771000	18187966

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Newly Added
Class rooms	Newly Added
Laboratories	Newly Added
Seminar Halls	Newly Added
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Newly Added
Video Centre	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
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##### 4.2 – Library as a Learning Resource

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

Name of the ILMS	Nature of automation (fully	Version	Year of automation
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software	or partially)		
SOUL 2.0	Partially	NETWORK FULL version	2007

#### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	20023	2034231	435	130740	20458	2164971
Reference Books	10032	102345	435	130740	10467	233085
e-Books	80409	0	18	0	80427	0
e-Journals	3828	0	10	0	3838	0
CD & Video	39	0	1	0	40	0
Library Automation	2	0	0	0	2	0
Weeding (hard & soft)	28	0	1	0	29	0
Digital Database	3	0	1	0	4	0

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NIL	NA	25/07/2018

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#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	69	2	40	7	0	1	10	2	10
Added	66	2	55	5	0	0	9	1	5
Total	135	4	95	12	0	1	19	3	15

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

4 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
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	recording facility
SCIENCE BULLETIN	<a href="http://www.mugberiagangadharmahavidyalaya.org/files/Mugberia_Science_Magazine.pdf">http://www.mugberiagangadharmahavidyalaya.org/files/Mugberia Science Magazine.pdf</a>
CHEMISTRY TODAY	<a href="http://www.mugberiagangadharmahavidyalaya.org/files/e-journal_Chemistry.pdf">http://www.mugberiagangadharmahavidyalaya.org/files/e-journal Chemistry.pdf</a>
MATHEMATICAL REVIEW	<a href="http://www.mugberiagangadharmahavidyalaya.org/files/e-journal_Mathematics.pdf">http://www.mugberiagangadharmahavidyalaya.org/files/e-journal Mathematics.pdf</a>

#### 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
361000	710500	500000	517519

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)

Institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college: Building infrastructure: Generally as far as practicable for a fully government aided institution, a constant effort is made to provide dedicated and secure space for equipments and tools. There are a building committee, purchase committee and development committee to look after the maintenance, repair and constructional works related to the building. Physical infrastructures like water, power supply and furniture are looked after by this committee. During all maintenance and up-gradation work related to civil and electrical, a supervisor, deputed by the Zila Parishad as per ugc norms, the personnel who is one of the member of building committee, is assigned by the college authority to verify the work done by the contractors. All minor faults are attended and repaired by hired technicians, carpenters etc. The college has the generator (two) system for uninterrupted power supply. For this purpose, the college maintains AMC with the Kilosker Techno Servicing. Maintenance of cleanliness of toilets and service areas are done by the college employees and hired persons. Computer IT infrastructure: Regular maintainence of Stock Register for updataing the computers, Laptops, Projectors, UPS and machineries etc. The college introduces Annual Maintenance Contracts (AMC) for hundred computers, Laptops with the SIGMA Pvt. Ltd. After comdemnation, the non-functional computers, Laptops, Printers, Scanners, UPSSs etc are stored in a particular room for handover to a vender for e-waste management and green audit. Laboratory: Gas connection pipe lines are checked regularly for any disturbances by staff from Indian Oil Corporation or by any able technician. Regular maintainence of Stock Register for updataing the list of chemicals, glassware and any other instruments used in the laboratory. The laboratory equipment is maintained at the departmental level by the staff or through hired technicians annually and/or whenever necessary. Furniture's/ related items: There is staff to look after the maintenance and repair work of furniture and fixtures and other physical infrastructure. He brings into the notice of the authority the needs of repair work and certifies after the work has been completed. Classroom maintenance: There is staff to look after the maintenance and renovation work of class rooms and other physical infrastructure. He brings into the notice of the authority the needs of renovation work and certifies

after the work has been completed. Library maintenance: Under the leadership of Library sub-committee, the Librarian maintains the books, furniture and stock registers with the recommendation of authority. Sports Complex maintenance: Under the leadership of H.O.D, Physical Education Dept., the college maintains play ground, gymnasium, sport equipment through proper vender. Apart from that regular day to day maintaince by murturing the specific court, running track and equipments for all available games are maintained by students themself under the guidance of subject teachers. There is a regular maintenance of Stock Register for updating the sports equipment.

[http://www.mugberiagangadharmahavidyalaya.org/all\\_documents.php](http://www.mugberiagangadharmahavidyalaya.org/all_documents.php)

## 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	0	0	0
Financial Support from Other Sources			
a) National	National Scholarship, Kanyashree Prakalpa, Chief Minister Relief Fund Scholarship, Swami Vivekananda Scholarship, Oasis Scholarship, SR Jindal Scholarship	1042	18080000
b) International	00	0	0
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#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Personal Counseling	01/09/2018	2500	Gyanganga Education Academy under Gangadhar Education and Welfare Society, Vil 1P.O-Dumurdari, P.S -Bhupatinagar, Dist- Purba Medinipur, Miltan Jana, Secretary, e-mail -janamiltan2@gmail.com, Mob-973255 7777
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#### 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Staff selection commission, Railway recruitment board, West Bengal Public Service Commission, West Bengal Police Recruitment Board.	80	1200	39	9
2019	West Bengal Primary Recruitment Board, West Bengal Central School Service Commission.	88	1238	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	17

## 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
1. Pipal Tree Hotel (Kolkata), 2. Golden Tulip Hotel (Kolkata), 3. Fern Residency (Kolkata)	50	0	1. Pabitra Jamuna Hotel (Digha) 2. Pipal Tree Hotel (Digha). 3. Fern Residency (Digha)	50	6
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### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	31	BA	BENGALI	Vidyasagar University,N etaji open University, Mugberia Gan gadharMahavi dyalaya	MA
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### 5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	3
SET	2
Any Other	1
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### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
100 meters run	Boys	8
<a href="#">View File</a>		

## 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	NA	National	0	0	NIL	NA
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### 5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students' Representative (SR) is an indispensable part of Academic and Administrative bodies/committees of the institution such as the Governing Body, IQAC, various committees and Alumni Association of the college. They are the main work force of the college who sincerely participated in all the programmes with love and affection. The representatives are selected as Class university norm. According to the norms of the government, representation of the students union in administrative bodies is must, thereby we included members of the students union in all our committees like IQAC, admission sub-committee, purchase sub-committee, development committee, anti-ragging committee, sexual harassment committee etc. dedicated for the betterment of the institution. General Secretary (GS) is the member of the GB and he represented with all enthusiasm and usually raises student related issues in front of the GB members. The SR addresses and represents students' views and grievances, and as a spokesperson, conveys these to the concerned authorities for discussion and

amicable resolution. The Students' Representative provides valuable informal feedback regarding curriculum, teaching learning and evaluation process. He/She oversees the ready availability of teaching aids in class rooms such as chalk, duster, maps, projectors, computers, internet and laser pointers. He/She also makes the student's aware of various extension programmes that form a crucial part of the academic activities of every department such as departmental journals, departmental wall magazines, seminars etc. The Students Representative plays an important role in student's admission in the college. They create student friendly environment in the college so that students may present their classes regularly. They solve the problems of the students regarding administrative, academic and financial concerning with principal of the college. Members of the students union participated in all the committee meeting, seminars condolences and other programmes initiated by the institution and acts as the representative of the students. They whole heartedly participated in the NCC and NSS programmes in and around the college to uphold the dignity of the college in the surroundings. They arranged social, cultural programmes, various competitions like sports, drama, elocution, Quiz, debate, essay writings etc, in each year. They also organized freshers welcome inside the college with the new comers which led to a strong bonding among all the students and faculties

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Alumni Association is an important part for an Institution regarding advancement activities of the institution. To foster a spirit of loyalty and to promote the general welfare and development of the college, ex-students have formed Mugberia GangadharMahavidyalaya Alumni Association (MGMAA) bearing Registration no: S/1L/46162 of 2007-08. The alumni being an important stakeholder of this college contribute in the following manner. 1. Sri MathuranathTripathy, an Alumnus of 1970s is regularly attending different programmes like seminars, workshops, cultural programmes, awareness camp, etc. In the month of August 2018, exstudents of this college have been participated in the seminars organized by History, Chemistry, Nutrition and Zoology departments and play different roles in the seminar. Moreover, many exstudents always help the NCC NSS activities like Blood Donation camp, Youth Day Observation, Aids Day Camp, Special Winter Camp, etc. 2. Preparation of Prospectus and major press/publication related assignments are done usually by alumni members with the help of other teachers and Principal. 3. Along with alumni, retired teachers were also attended different programmes on regular basis and contributed to their Alma Mater. As per the suggestion and supervision of a stakeholder (national awardee retired teacher) the college has recently established a vermicompost production centre and produces about 200 kilograms so far vermicompost which is used now in the maintenance of medicinal garden and other plants inside the campus. Also a certificate course in "Uses of Vermicompost in Agriculture" has been introduced in the college.

5.4.2 – No. of enrolled Alumni:

10

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

8400

5.4.4 – Meetings/activities organized by Alumni Association :

Fives Meetings organized

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

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

In accordance with the policy of decentralization adopted by the management, both teaching and non-teaching members are proportionately represented in the Governing Body and they are equally responsible for implementation of different policies. Participative management is practiced in the college through different sub-committees. Academic sub-committee, Purchase committee, Finance committee, Provident-fund committee, Examination sub-committee, Students' Support and Progression sub-committee, Parent-Teacher association, Internal Complaints committee, Students redressal cell, Sexual Harassment Redressal Cell, Womens Cell and many others are part and parcel of the participative management mechanism. These committees meet on a regular basis and help to formulate and implement the strategic plans of the institution. To run these wings effectively almost all teachers and nonteaching employees of the college takes important role. The faculties take leadership role in the decision making process. The decisions taken in these committees are sent to the Governing Body and then suitable measures are taken. Decentralization and participative management in the institution may be found in the Provident Fund Committee of the college. This Committee works in strict compliance with the rules and regulations of the C.S. Branch of the Education Department of the Government of West Bengal. Management of the Fund is vested in the Governing Body of the college. Every whole-time employee is a subscriber to this fund. Though the Principal of the college is the Manager of the fund one senior Associate Professor is appointed as a Convener of the committee. When a full-time employee applies for Advance/Non-refundable withdrawals from his/her Provident fund account in the prescribed format, the committee meets promptly and after due consideration sanctions the amount. The advance is recovered from the subscriber in 24 equal monthly installments. Transparency is maintained regarding the deposit through regular annual financial audit of the fund, the last complete audit being in the financial year '18-'19. Moreover, the employees are given the statement of the P.F. account from time to time. The last statement provided was for the year 2016-17. At the time of retirement of a full-time employee, the committee acts with promptness and great sincerity so that the Provident Fund dues are made available to the retired employee at the time of superannuation. In the most recent instance of the spirit of co-operation, decentralization and participative management, the Provident Fund committee has worked efficiently to release the provident fund dues in the case of a retiring staff in 2018. Finally the staff received the PF in appropriate time.

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

Partial

### 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Industry Interaction / Collaboration	Industrial visit is conducted by Nutrition, PG Mathematics and Hotel Management depts. The Industry collaboration is made by Hotel Management Dept.
Research and Development	The college has research cell. The

cell regularly meet with the faculty members and motivated the teachers. Teachers are encouraged to pursue their PhD work. Support and motivation was given to the faculty to take up Major/Minor research projects Faculty members are granted leave to participate in short term courses and various workshops related to Research methodology. Teachers who have completed their Ph.D are facilitated by Emphasizing upon faculty members to publish research papers in reputed Journals.

#### Teaching and Learning

Mugeberia Gangadhar Mahavidyalaya has adopted the following methods to enhance the involvement of students as a part of the participative learning and problem solving methodology. We follow namely discussions, debates, laboratory experimental learning, projects, case studies, role plays, and NSS Awareness Programs.

- **Discussions:** We do follow the discussions in many of the subjects as it makes the students to think wide and participate in coming up with the opinions suggestions to check their current knowledge. We arrange discussion sessions among students from different related subjects, such as, all literature students (Bengali, Sanskrit, English) come together to discuss varied topics related to their subjects to widen the horizon of their knowledge.
- **Debates:** Debates are followed in many of the subjects where students are required to come with different opinions, thought processes. Thus, the learning process gets justified and enriched through an interactive way of learning.
- **Laboratory Experiential Learning:** Science education is always justified with the help of practical knowledge. Thus we try to expose our students to all the laboratories possible beginning from the first year labs like Zoology, Chemistry and Geography. Later from their second year, students related to the core department are given an exposure to experimentation based on the potential of the student so that the student can learn it by his/her own practical experience.
- **Projects:** To enhance the practical knowledge with innovation, we do encourage our students to undertake some mini-projects from second year onwards,

though always it is not a part of the curriculum of Vidyasagar University. Students are divided into small groups so that personal attention can be paid and every student's role become prominent. • Case studies: We are following case studies mainly for the Science and Commerce departments where the students are expected to have practical knowledge logical thinking based on the realistic experiences.

Students having subjects such as Nutrition, Economics and Geography are given the opportunity to extend their practical knowledge by providing with real time case studies. • Role Plays: Role play helps our students to learn and try out the experience in a play style. Subjects such as Education Communicative English are taught by adopting role plays. • Internal examination System : Besides these, internal examinations policy is also help the student for enhancing learning experiences. • Participating seminar / workshop: The College regularly organized many seminars/ workshops/ memorial lectures/ exhibitions on various topics related to the students courses and students are free participate and enriched their knowledge and eager for their higher study. • Student publication by wall magazine : Every department of the college annually publish a wall magazine for students. • NSS and NCC Awareness Programme: NSS and NCC Awareness Programmes are organized throughout the year on varied occasions to make the students aware of evil social customs, personal health or superstitions prevalent in the area etc., and inspire them to become law-abiding good citizens of our country.

#### Curriculum Development

Mugberia Gangadhar Mahavidyalaya is affiliated to Vidyasagar University, Paschim Medinipur, West Bengal, and it follows the University prescribed curriculum. The curriculum design and model adopted by the college is framed by the Vidyasagar University, Paschim Medinipur. Besides university curriculum, the college strictly follows the guidelines of NCTE for B.PEd M.P.Ed courses. The college has also developed its own curriculum for certificate courses, like, Communicative English, Income tax

practices, Business Management and Yoga therapy. This institution has also developed the curriculum for Diploma course in Tourism Hotel Management. Different steps which are followed by the institution to ensure effective curriculum delivery through a well planned and documentation process are as follows:-

- a) The Annual Academic Calendar is prepared according to the University Calendar prior to the commencement of the academic year by IQAC, specifying available dates for significant activities like, class tests to ensure proper teaching learning process and continuous evaluation and it is displayed in the Students, teachers departmental Notice Board.
- b) Meeting is held in each department at the end of the academic year to discuss about the course distribution for the next academic session. Based on the expertise of individual teacher, the syllabus is allotted to them by the Head of the Department. Every department prepares teaching plan, allotting term-wise topics to be taught and the report is sent to the principal and IQAC.

Principal also meets with the departmental committee, academic sub-committees and teachers' council and write down all the suggestions regarding implementation of curriculum, syllabus distribution, teaching learning methods, and the possible requirements, later he takes initiative to implement the curriculum effectively through various activities. To implement the curriculum admission process is maintained as per university subject bunching.

- c) Syllabus of each subject for the academic session is provided to the students. Some teachers maintain a personal diary for effective academic planning, implementation and review of the curriculum.
- d) Theory Practical classes are held according to the Time-Table which is prepared prior to the commencement of the academic year by the Routine Committee and is published in students' teachers' departmental Notice Board.
- e) In addition to traditional pedagogical tools 'Chalk and Board' method, use of modern teaching aids and ICT are encouraged by using visual class room, smart class room, projector, laptop



with Wi-Fi connections. Moreover, YouTube assisted learning experiential learning, participative learning Problem-Solving method are also used for effective curriculum delivery. f) Classroom teaching is supplemented with seminars, exhibition, workshops, special lectures, group discussions, Tutorials, Departmental Quiz, Wall Magazine, paper presentation by the students, projects, group assignments, term-papers, educational tours, field trips and industrial visits for effective delivery of curriculum, which are done in a planned manner. Records are maintained by each department and information is provided to IQAC for documentation. g) The College Central Library provides teachers with necessary learning resources for effective delivery of curriculum. All faculty members have been provided with unique user ID and password for accessing INFLIBNET. There are provisions to maintain the teachers students record by their accesses to the Central Library. Both teachers students get sufficient numbers of books from the library of the college for implementation of the curriculum. In addition to the Central Library, Departmental Libraries have been set up in all most every department in order to enhance the in-depth knowledge of the students and for interaction among student teachers outside the class room teaching. Library related information are well maintained and are provided to IQAC for documentation. h) All Internal Examinations like Class test, Mid-term test, Test-Examination, are conducted to check whether the students have acquired knowledge as outlined in the objectives of the curriculum. All examinations are conducted according to the Academic Calendar. Tutorials are held regularly to monitor the progress of the students. 10 of the total number is adjoined from class tests which are taken by the college (10 Marks for each core paper for CBCS is adjoined from class tests which are taken by the college). i) Remedial / Special classes are conducted for low achievers. Advance Learners are made to solve University Question papers, JAM, GATE, NET Questions papers, etc and efforts are made by Professors to improve their

performance. Record of the regular attendance, mark lists and progress of the students are maintained and preserved by the respective departments. 05 marks for each core paper for CBCS is adjoined from their regular class attendance of the college. j) The college encourages faculty members to attend Orientation/Refresher courses, workshops and present papers in seminars conducted by the affiliated and other Universities for acquiring necessary skills for effective delivery of the curriculum. Photo copies of the Certificates of the above courses are provided by faculty members to IQAC for documentation. k) Mentoring System for students in every department has been introduced to minimize the stress of students from the load of vast curriculum. Departmental teachers are appointed as mentors. l) According to the principal's direction, many departments arrange parents meeting in the mid time of every academic year. In this meeting, the interaction between the parents and the faculty members is considered to the improvement in the performance of the students. Also, at the time of admission, college collects the contact number (Mobile number) of every admitted student and sends the list of numbers to the respective department. This contact list helps the departments to contact his/her parents informing the absence of his/ her child for a long time. Besides these, the results of Part-I, Part-II, Part-III and all semesters for UG PG are discussed at first respective department, next Teachers' council and finally the governing body. The feedbacks are sent to respective dept. faculties for their future improvement.

#### Examination and Evaluation

Mugberia Gangadhar Mahavidyalaya is affiliated to the Vidyasagar University and adheres to the rules and regulations of the university. Continuous internal evaluation(CIE) and End Exam/ Annual Exam are assessment procedure for the students. The CIE is conducted by the Dept of the college and End/Annual exam is conducted by the Affiliated University. The college strictly follows the university rules to carry out continuous internal evaluation at each and every level of



study. However for conducting examination, and evaluation, the college strictly follow the following activities. Continuous internal evaluations like Class test and Mid-Term test are conducted by every department of the college according to the University Academic Calendar. Out of 100 marks internal assessments are of only 10 marks and also 10 Marks out of 75 for each core paper in the CBCS (Semester) system as per rules of the Vidyasagar University evaluation pattern. As per the University rules, the departments organize two internal tests of 10 marks for each and every paper. Moreover, as per suggestion of the Principal and IQAC, every department conducts more than 4 internal examinations and the average of those is recorded for final CIE. Also, after completion of syllabus in details, the students are informed well in advance about final class tests through a notice. Receiving notification from the Controller of Examinations, Vidyasagar University about conducting university examination as an examination centre the Principal constitutes an examination committee consisting of two whole time teachers, who are assigned as supervisor with the task of conducting upcoming examinations (BA/B.Sc/ B.Com exam. and M.A/M.Sc Semester Exams), one non-teaching employee and Officer-in-Charge of local police station and Block Medical Officer of Health (BMOH). He also conveys a meeting of the teacher's council for smooth running of the exam. Various academic programmes like Quiz tests, objective tests, essay writing and current affairs competitions, wall magazine are organized yearly in which students are assessed for giving weightage in the final assessment. Group discussions, project works, field work, excursion and student presentations have been made as an essential part of evaluation. Project and Internship is also an evaluation process in the dept. of Physical Education(M.P.Ed) (only Project in B. P. Ed), Nutrition, Tourism Hotel Management and Food Processing. in M. P. Ed. the adventure sports like Rock Climbing, Water Sketting etc. are in the syllabus and CIE is also done. In

the department of Physical Education the continuous internal evaluation is done on 30 of marks of every paper of theory and practical part of B. P. Ed and M. P. Ed syllabus where 15 is for class test, 5 for Project, 5 for Quiz and 5 for Attendance. The weightage is given to the students whom are deputed to different Govt. and private organizations and clubs to organize and officiate on different sports and games, and also participate in Subdivision, District, State, Inter-College and Inter-University competitions.

Library, ICT and Physical Infrastructure / Instrumentation

The college has try to improve the quality of Library, Use of ICT, development of Infrastructure by the following strategies. The principal, Members of the Governing Body, Bursar and Finance Committee of the college look after the use of resources received from the UGC development fund, UGC-CPE, RUSA, MP/MLA-LAD fund, funds from Govt. of West Bengal, Education Department and Donation. After receiving the grant, it goes through various processes involving the Principal who is the Chief Disbursing Officer, the Bursar, the Finance Committee, the Purchase Committee and the college Office before it is finally disbursed to the concerned person or the respective department(s). The allocated funds are utilized to Construction work, Renovation work, purchase equipments, chemicals Procurement of books, organize seminars, workshops and conferences etc. The GB and finance committee review the use of resources including audit, budgets and accounts. They make recommendation for better handling of resources and effective mobilization of available funds. For the smooth working of our college Development and Planning committee has been constituted, the committee under the guidance of principal analyze the requirements with expected expenditure and planning. Finance committee look over these requirements minutely and then adding the future aspects and planning, forward it to Governing Body for clear opinion. GB goes through minutely all the suggestion and analysis and then act accordingly for the overall betterment of the college, the report

is finally executed by the principal of the college. In this way through effective financial management the college is attaining new heights and achieving its goal. The co - operation from state government and central government is appreciated by the institution. 5.80acre The other resources including physical assets are also properly utilized in optimal level. For example, the college has owned 5.80 acres of lands for maximum utilization and thereby planning has been done according to various useful purposes. For maximum use, the entire area comprises of building, gardens, a large pond, Class Rooms, Play grounds, administrative buildings, auditorium, gymnasium, laboratories, Cycle stand, Vermicompost processing center and other rooms are constructed and maintained under systematic planning and development endeavor. Besides these, there is a central library which is used by the students and faculties under a cohesive management strategy so that the entire space can be utilized. There are at least 30,000 books kept in the library and properly used. The two storied library building consists of separate reading room, lending section, computers and place for displaying cover pages of current titles. On the basis of growing demand for developing IT facilities in Teaching Learning, Mugberia Gangadhar Mahavidyalaya has updated its IT infrastructure facilities with time to time. There has been a significant change in this regard. ICT during 2018-19: • Up gradation of existing BSNL Broadband connections from 2 MBPS to Setup of extra 3 more internet connections under private agency. • Renew and up gradation of exiting SOUL software in Library. • Purchase of 10 LCD short through projectors • Purchase of 45 Desktops/ Laptop • Purchase of Printers/ scanners/ modems etc.

#### Human Resource Management

The Human resources are also properly used to maintain smooth functionality of the college. College has various cells to run the college smoothly. Most of the teaching faculty members, Librarian and non teaching staff are selected for the following cells by proper judgment. 1. Governing Body 2. IQAC Cell 3. NAAC Committee 4. .RUSA

committee 5. Building Committee 6. Planning Development Sub-Committee 7. Finance sub-committee 8. Purchase sub-committee 9. Academic Sub-Committee 10. Admission Sub-Committee 11. Prospectus Sub-Committee 12. Library Sub-Committee 13. Routine Sub-Committee 14. Examination Committee (Part-I, II,III, and SEMs) 15. Leave, P.F., Service Book Pension sub-committee 16. Student's support and Progression 17. Backward Cell/Remedial Coaching Sub-Committee 18. Research Cell 19. Environmental Awareness Cell 20. Women Grievance Redressal Cell 21. Teachers' Training Section 22. Electric and Plumbing Sub-committee 23. Tuition fees concession Sub-committee 24. Seminar and publication Sub-committee 25. Tax Sub-committee 26. Laboratory Sub-committee 27. Hostel Sub-committee 28. Students' Grievance Redressal and disciplinary Sub-committee 29. Computer and Xerox Sub-committee 30. Cultural Sub-Committee 31. Parent Teacher Association 32. Alumni Association committee 33. NSS Units 34. NCC units 35. Sports Sub-Committee 36. Career and Placement Cell 37. Canteen Sub-Committee 38. College Website Sub-Committee 39. College Magazine Sub-Committee 40. Youth Parliament Sub-Committee 41. Excursion Sub-Committee 42. Anti Ragging Sub-committee 43. Beautification Sub-committee. In every academic year, the cell submit their report. In this way the college use the Human resources.

Admission of Students

The Student admission of the college is fully online and merit basis.

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

E-governance area	Details
Administration	Administrative policy is considered to be the backbone of academic institution. The character of our policy including quality education within a rural setup in the threshold of the changing global education inculcates the ability of reasoning, imagination and values in higher education. The Administration work is done by Intuitional email. The college has a web page for administration. <a href="http://www.mugberiagangadharmahavidyalaya.org/">http://www.mugberiagangadharmahavidyalaya.org/</a>

Planning and Development	College has own website where several notices and e-tenders are circulated. <a href="http://www.mugberiagangadharmahavidyalaya.org/tender_notice.php">http://www.mugberiagangadharmahavidyalaya.org/tender_notice.php</a>
Student Admission and Support	<a href="https://pg.onlineadmission.org/GHC/admission_notification_PG.aspx?clgcodeMUGM">https://pg.onlineadmission.org/GHC/admission_notification_PG.aspx?clgcodeMUGM</a> <a href="https://wb.onlineadmission.org/ghc/admission_notification_ug.aspx?clgcodemugm">https://wb.onlineadmission.org/ghc/admission_notification_ug.aspx?clgcodemugm</a> <a href="http://mgm-cloud.in/StudentPortal/Login.aspx">http://mgm-cloud.in/StudentPortal/Login.aspx</a>
Finance and Accounts	The College performs almost all type of its financial transaction like pay packet, payment, collection of fees or any financial matters through online by HRMS, PFMS, NEFT, RTGS, e-PF, e-pension etc.
Examination	<a href="http://mugberiaonlineexam.aadija.biz/">http://mugberiaonlineexam.aadija.biz/</a>

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	NA	NA	NA	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	NAAC Sponsored National Seminar on " Information and Communication Technology (ICT) and systematic teaching learning: prospects and challenges in rural setup,	NAAC Sponsored National Seminar on " Information and Communication Technology (ICT) and systematic teaching learning: prospects and challenges in rural setup,	04/12/2018	05/12/2018	120	15

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	1	01/11/2018	26/11/2018	26
Refresher Course	1	01/11/2018	26/11/2018	26
Refresher Course IN BUSINESS STUDIES	1	31/12/2018	22/01/2019	23
No file uploaded.				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Convenient loan with minimum interest from the college co-operative, Loan without interest from provident fund for permanent employees, Welfare measures at the time farewell ceremony of the employees, Appointing the wards of immature death of employees, Usage of college library is open for the wards of employees for Higher studies, Canteen, Guest rooms, Drinking water, Fire extinguishers, First aid facilities like free health checkup (Blood Pressure, Body Mass Index, etc ) of the Employees, Latrines and Urinals separately for male and female, Sufficient lighting, Recreation facilities like employees get	Convenient loan with minimum interest from the college co-operative, Festival advance, Ex-gratia for non teaching contractual staff, Loan without interest from provident fund for permanent employees, Welfare measures at the time farewell ceremony of the employees, Appointing the wards of immature death of employees, Canteen, Guest rooms, Drinking water, Fire extinguishers, First aid facilities like free health checkup (Blood Pressure, Body Mass Index, etc ) of the Employees, Latrines and Urinals separately for male and female, Sufficient lighting, Recreation facilities like employees get	Usage of college library is open for student for Higher studies, Canteen, Guest rooms, Drinking water, Fire extinguishers, First aid facilities like free health checkup (Blood Pressure, Body Mass Index, etc ) of the Employees, Latrines and Urinals separately for male and female, Sufficient lighting, Recreation facilities like employees get together is held once in a year, Rest room for differently abled employees, Ramp facilities in every building for differently abled employees, Sufficient computers with high speed internet and Wi-Fi facilities, AC facilities in Principal

together is held once in a year, Rest room for differently abled employees, Ramp facilities in every building for differently abled employees, Sufficient computers with high speed internet and Wi-Fi facilities, AC facilities in Principal Chamber, Office, Research Laboratory rooms, Auditorium hall etc, Free usage of Gymnasium for physical and mental fitness, Refreshment facilities like TV with cable connection, refrigerators, carom board, musical instruments, high quality sound system etc. Safe locker for individual employee, Installation of Vending machine for women machine.	together is held once in a year, Rest room for differently abled employees, Ramp facilities in every building for differently abled employees, Sufficient computers with high speed internet and Wi-Fi facilities, AC facilities in Principal Chamber, Office, Research Laboratory rooms, Auditorium hall etc, Free usage of Gymnasium for physical and mental fitness, Refreshment facilities like TV with cable connection, refrigerators, carom board, musical instruments, high quality sound system etc. Safe locker for individual employee, Installation of Vending machine for women machine.	Chamber, Office, Research Laboratory rooms, Auditorium hall etc, Free usage of Gymnasium for physical and mental fitness, Refreshment facilities like TV with cable connection, refrigerators, carom board, musical instruments, high quality sound system etc. Safe locker for individual employee, Installation of Vending machine for women machine.
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#### 6.4 – Financial Management and Resource Mobilization

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

The college has a normal mechanism for both internal and external financial audits. Internal audit is being done by Cashier, Accountant, Bursar, Finance Committee and Principal. The external / statutory audit is carried out by a Government auditor appointed by the Department of Higher Education, Government of West Bengal. The external / statutory audit has been completed up to the session 2018-19 from the inception of the college. There were no major objections raised by the auditor so far. Minor errors of omissions and commissions when pointed out by the audit team are immediately corrected / rectified by GB and precautionary steps are taken to avoid recurrence of such errors in future. The institute regularly follows Internal external financial audit system.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Alumni Members	8400	Donation
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6.4.3 – Total corpus fund generated

55018522
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#### 6.5 – Internal Quality Assurance System

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

Audit Type	External	Internal
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	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Vidyasagar University	Yes	Teacher Council
Administrative	Yes	Vidyasagar University	Yes	IQAC and GB

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

Some parent were present in the dept parent meeting Parent submitted the feedback form through college website.

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

1. NAAC Sponsored National Seminar on " Information and Communication Technology (ICT) and systematic teaching learning: prospects and challenges in rural setup, organized by IQAC, dated 4th and 5th December 2018. 2. IQAC follows the CAS guideline of State Govt. and UGC for faculty promotion and regularly informs the faculties about the guideline by organizing seminar or workshop regularly. 3. IQAC prefers to circulate all the information regarding upcoming Seminars, Minor / Major Project proposals, the name and last date of proposal submission to various funding agencies, OP/RC through SMS, Email, WhatsApp etc in regular way. 4. A workshop had been arranged by IQAC for new CBCS syllabus on 21.08.2018

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

? The IQAC prepare the teacher dairy and also requested to principal to supply the teacher diary for daily teacher note purpose on 17.07.2018 The cell minutely study the NAAC guidelines and informs to all departments/ units/cells by organizing workshop about SSR on 17. 07. 2018 The IQAC help the college to prepare the SSS(Student Satisfactory Survey) and inform all faculties regarding SSS. (<http://www.mugberiagangadharmahavidyalaya.org/signup.php>) from 2nd April 2018 to 31st March 2019

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	Nil
d)NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Information and Communication Technology (ICT) and systematic teaching learning: prospects and challenges in rural setup	04/12/2018	04/12/2018	05/12/2018	120



2018	International Seminar on Multidimensional Approach for Academic Accomplishment of Physical Education as a true Profession, Organized by Dept. of Physical Education in collaboration with IQAC of the college.	13/07/2018	13/07/2018	14/07/2018	130
2018	APC Roy Memorial Lecture No. 3 A Science Devotee, Bengal Chemist and Patriotic Entrepreneur, Organized by Dept. of Chemistry in collaboration with IQAC of the college,	02/07/2018	02/08/2018	02/08/2018	105
2018	A National Seminar on Recent Innovations in Food and Nutritional Sciences , Org. by Dept. of Nutrition in collaboration with IQAC of the College	31/08/2018	31/08/2018	31/08/2018	120
2018	A workshop had been arranged by IQAC for new CBCS syllabus.	21/08/2018	21/08/2018	21/08/2018	97

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**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES****7.1 – Institutional Values and Social Responsibilities**

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
UGC sponsored Foundation course under the scheme of Human Right Education	01/08/2018	30/10/2018	32	18
Play Day	11/12/2018	12/12/2018	23	100
Awareness Programme on Green the Red	11/09/2018	12/09/2018	56	50

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

Percentage of power requirement of the University met by the renewable energy sources
<p>1. Four solar panels with 3500KW power are installed in the college and the hostel (3000KWp for college 500KWp for boys hostel) solely funded by the college itself with a ground breaking ceremony on 18th of January 2019 inside the college campus that meets up 16 of the power requirement of the college and the Hostel. The panel provides power to the nutrition department laboratories( food processing lab and computer lab) and to the kitchen and dining hall of the hostel. 2. The college has three (03) tube wells and a pond to ensure emergency water use other than the pump. 3. The pond inside the college campus also serves as a store of water during rain which is put to use for several non consumable use. 4. The whole of the College use LED lights that meets up 33 of the total power requirement of the college reducing energy footprints. 5. The college lays stress on sustainable transport among students and staffs and thus encourages more and more use of bicycle thereby maintaining a spacious bicycle stand room inside the college campus.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	12
Braille Software/facilities	Yes	1
Rest Rooms	Yes	12
Scribes for examination	Yes	1
Special skill development for differently abled students	Yes	12
Any other similar facility	Yes	12

7.1.4 – Inclusion and Situatedness

Year	Number of	Number of	Date	Duration	Name of	Issues	Number of
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	initiatives to address locational advantages and disadvantages	initiatives taken to engage with and contribute to local community			initiative	addressed	participating students and staff
2018	5	4	13/11/2018	1	Training and skill enhancement workshop	To assist the local villagers in their agricultural productivity and engage them in bio fertilizers usage	200
2018	5	4	27/12/2018	2	Reconstruction of infrastructure	After the cyclone Fani, Roads are cleared of the falling trees and cables.	50
2019	5	4	10/04/2019	1	Health and hygiene awareness program	Spread awareness among villagers to combat diseases and spread a hygienic lifestyle	100
2019	5	4	15/05/2019	2	Conduct game competition among local children	Games and sports enhance health, discipline and sportmanship. By engaging children of the community in competition, sound	150

						health and moral value practises and enhanced among them.	
2019	5	4	28/05/2019	1	Cleaning program	Cleaning of the localities and the neighbouring hospital and ensure a cleanliness campaign50	50
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Hand book for Code of Conduct: website: <a href="http://www.mugberiagangadharmahavidyalaya.org/CODES20mgm.pdf">http://www.mugberiagangadharmahavidyalaya.org/CODES20mgm.pdf</a>	02/08/2018	The college maintains a code of conduct in college website that mentions the rules and regulations to be followed by the students inside the college premises.
HANDBOOK FOR POLICY AGAINST SEXUAL HARASSEMENT INSIDE THE COLLEGE CAMPUS: <a href="http://www.mugberiagangadharmahavidyalaya.org/files/POLICY_AGAINST_SEXUAL_HARASSEMENT_INSIDE_THE_COLLEGE_CAMPUS.pdf">http://www.mugberiagangadharmahavidyalaya.org/files/POLICY_AGAINST_SEXUAL_HARASSEMENT_INSIDE_THE_COLLEGE_CAMPUS.pdf</a>	02/08/2018	The college maintains its strong stand on anti ragging by displaying posters all over the campus spreading anti ragging campaign and anti ragging codes are also displayed in the website.
Code of conduct: By-laws: <a href="http://www.mugberiangangadharmahavidyalaya.org/CODES20mgm.pdf">http://www.mugberiangangadharmahavidyalaya.org/CODES20mgm.pdf</a>	02/08/2018	By laws of the college code of conduct mentions the codes to be maintained by the teachers and stakeholders inside the college premises.
Professional Ethics: <a href="http://www.mugberiagangadharmahavidyalaya.org/files/Code_Of_Ethics.pdf">http://www.mugberiagangadharmahavidyalaya.org/files/Code_Of_Ethics.pdf</a>	02/08/2018	The professional ethics code is mentioned in college website to ensure a good ethical practice among faculty members. Publication of annual

		college magazine by the faculty brings about new avenues in research and helps in orientation and maintaining professional ethical practices.
Human values: mentoring and non academic programs	02/08/2018	Teachers working as mentors and quarterly conducting parent teacher meetings in every department to ensure a healthy relationship between teachers and students. Also, the various programs arranged in the college where students and teachers along with other stake holders work collectively ensure a healthy environment.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Seminar and training program on Human Rights	22/03/2019	22/03/2019	100
APC Roy Memorial Lecture No. 3 A Science Devotee, Bengal Chemist and Patriotic Entrepreneur	02/08/2018	02/08/2018	200
Swachh Bharat Abhijan day	02/08/2018	02/11/2018	350
Independence Day	15/08/2018	15/08/2018	250
NSS Day	24/09/2018	24/09/2018	350
International Language Day	21/02/2019	21/02/2019	150
Faculty Orientation on Intellectual Property Right	25/09/2018	25/09/2018	75
Youth Parliament	13/03/2019	14/03/2019	50
Republic Day	26/01/2019	26/01/2019	250
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#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. 100 saplings planted on 19.07.2018 as a part of Sabujshree campaign by State Govt.
2. "Banamahotsav" or tree plantation ceremony is followed in the campus.
3. Bio fertilizers with Vermi composting is used in maintaining the college campus trees
4. A medicinal plant garden is maintained inside the campus
5. Seminar and waste management done in college campus and village areas as a part

of cleanliness and eco friendly campus campaign on 28.08.2018 6. Special dustbins were introduced to collect wastes in the campus. 7. To keep the campus eco friendly, the students and the staffs are encouraged in using Bicycles and Public transports. 8. The college campus has a pedestrian friendly road network that ensures eco friendliness. 9. The office is highly dependent on Computer and hence is paper free. 10. Regular checking and maintenance of pipelines are done to control water wastage. 11. Though water is used nominal in the college, but to ensure a further minimal rate, placards and warnings are set up in the college premise. 12. The college uses led light to ensure no energy wastage 13. The college has set up solar panels for its electricity 14. To ensure spread of ecofriendliness in the campus, several posters and placards are put inside the campus as a campaign. 15. The college maintains a Green club that looks after the various measures that can ensure eco friendliness in the campus 16. The college undergoes through internal green audit annually and thus goes through annual inspection of environment oriented activities. 17. Under the Clean India movement (Swachh Bharat Abhiyan), the college organized a cleaning of campus and the nearby college adjacent areas. 18. After cyclone "Fani", the college campus had damages to a considerable extent. The NSS team of the college took initiative to plant trees and maintenance of greenery inside the campus.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

**Title of the Practice:** Research activities of Teaching Faculty throughout the year 1. **Objectives of the Practice** The college has the responsibility to encourage the teachers, both young and experienced, to pursue their research interests in all earnestness. The responsibility of the college lies in creating an ambience conducive to research work: providing necessary library and laboratory facilities, encouraging the teachers to apply for research projects from different funding agencies, to help publish articles in reputed national/international journals and arrange seminars and conferences to make associations with the research communities thereby widening the scope of research work and collaboration. 2. **The Context** But unfortunately there is neither modern library near the college, nor any reputed research centers or laboratories. 3. **The Practice** The following are the major practices related to the promotion of research activities in the college: ? Formation of Research Cell to guide and encourage the teachers towards research of their respective fields. ? Regular meeting of Research cell to monitor the research activities done by college faculty. ? Encouraging the teachers to apply for different research projects, both Major and Minor, from reputed national funding agencies through research cell. ? Encouraging the teachers to publish papers/articles/chapters in reputed national/international journals and books published from reputed publication houses. ? Upgrading the laboratories and Libraries. ? Encouraging the teachers to attain different seminar / workshop / refresher course to enrich their knowledge ? Encouraging the teachers to apply for various research funds from various funding agency like UGC, DBT, DST-SERB etc. ? Organizing felicitated programme for M. Phil, Ph.D or any type of award/fellowship awardees. ? The teachers in the UG/PG departments guide the dissertation papers of the students. 4. **Evidence of Success** As a continuous research works by the faculties in various frontier areas, the following outcomes in different research oriented fields are obtained by means of paper publication, chapter publication, seminar attendance, projects submission/completed etc. These are listed in the table given below. The positive attitude of the college faculties towards research has led to these types good successes and also help to achieve CPE status under UGC. Paper publication from UGC list Journals 105 Book Publication 16 Chapters with ISBN 55 Paper presented in India(Int. Conference) 12 Paper presented in aboard (Int. Conference) 04 Paper presented (National Conf.) 50 Journal Published 01 Seminar

Organized 15 Project Completed 19 Invited Speakers 04 Faculty acting as Co-Guide 02 Faculty acting as paper reviewer 04 Faculty acting as a member of Editorial Board of Int. Journal 05 Members of International / national Organs. 10 Ph.D awardees after joining the college 03 Ph.D enrolled 08 M.Phil awardees after joining the college 03 National and International Awards 03 Prestigious Fellowship (Full Bright) 01 BEST PRACTICE II Title: Administrative decentralization Objectives: To bring clarity and transparency in the various administrative works Context: Since no institution can run smoothly both in academic and administratively until all the stakeholders are included in the governance. In this context, though Principal and the president of the GB are the sole authority of the institution however, they do not take any decision in their own rather they send the matter to various committees for unanimous decision. And this sort of practice can be treated as Democratic Decentralization for Academic (DDA) excellence in a rural college like us. Practice: In reference to DDA, institution follows the following practices throughout the year: 1. Formation of different committees once in every three years by the GB from the employees and students wings and reshuffle if needed. 2. Arrangement of regular meeting on various agenda and the minutes of the meeting are recorded accordingly in a specific resolution book. 3. The resolutions taken in the meeting are discussed with the Principal and de-facto Chairman of all the committees and urgent matters are referred to the GB for final decision making. 4. Decisions taken in the various committees are implemented accordingly within stipulated time. Evidence of Success: 1. Every employee along with the students' representative can take part in the decision making. 2. Co-operative and friendly atmosphere is prevailed all the time in the campus. 3. Due to involvement in the DDA, every critical departmental work are solved easily by availing extended co-operation from all corner of the institution. 4. Students are grown up with the leadership value in decision making. 5. Non teaching employees can participate in different committees for decision making. Problems Encountered and Resources Required 1. In some cases due to non-availability of the members of governing body, the principal takes the decision through resolution by circulation on urgent basis. 2. For some institutional construction work (Construction of Buildings or renovation work) institution needs professional experts for any decision. However any financial matter is resolved through finance committee and Governing Body respectively.

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

[http://www.mugberiangangadharmahavidyalaya.org/files/BEST\\_PRACTICS.pdf](http://www.mugberiangangadharmahavidyalaya.org/files/BEST_PRACTICS.pdf)

### 7.3 – Institutional Distinctiveness

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

Mugberia Gangadhar Mahavidyalaya is a rural backward college that has gained the title of 'College for Potential of Excellence' with much due to its distinctive mission of 'searching for knowledge and service to community'. Through several institutional practices, the college tries to make this journey as easy for everyone. In this regard, an important initiative taken by the institution that is introduction of diploma course in Tourism and Hotel Management under Community College in the campus. This course is under the financial support of UGC. It is the only college in the vast area of Bhagawanpur-II Block (Purba-Medinipur). With a distinctive vision of providing a path for young minds to follow and develop their skills, this course has been introduced which allow them to pursue their dreams to be an entrepreneur to shape the global economy. It facilitates the ideas and recommendations of today's youth and allows them to transform these ideas into upcoming venture by providing them the necessary resources to execute their well-thought out plans in the



future. Vision, priority and thrust: The actual vision of this course is truly related to the basic needs of students thereby applying expertise of knowledge and institutional distinctiveness. The vision of the institution is binary, thereby serving both the students and the vast increasing Tourism and Hotel industry. Catering to all types of students' needs the college tried to integrate relevant skills into the higher education system. The college provides certifiable skill with employment generation for local youth and students. With priority to provide skill based education to students and service to the distinctive rural economy, the course thrusts upon 'learning through application and earning through knowledge'. Vision in brief bullets:

- To make higher education relevant to the learner and the community.
- To integrate relevant to the learner and the community.
- To provide for up-gradation and certificate of traditional/acquired skill for learners irrespective of their age.
- To provide opportunities for community based lifelong learning by offering course of general interest to the community for personal department and interested.
- To provide opportunity to move to higher education in future.

To prepare our students in such a way so that they can become inspiration for others. The college made learning in general subjects effective thereby tagging it with job opportunities. The priority is to provide skill based education to the students who are interested in entering the workforce at the earliest opportunity and provide entrepreneurial orientation along with required skill training for self-employment and entrepreneurship development for the community. The Tourism and Hotel Industry is one of the most prospering industries in India today. Hotels, Resorts, Clubs, Airlines, Restaurants, Travel agencies, event management companies and a wide range of related service sector industries are constantly in need of qualified and skilled people to grow their businesses. The Travel and Tourism sector is projected to continue growing and as it expands employers around the world increasingly demand qualified and highly skilled resources resulting in a great opportunity to develop a career in this fast growing sector.

Provide the weblink of the institution

<http://www.mugberiagangadharmahavidyalaya.org/files/attachement/1539432633Diplo ma%20in%20Tourism%20&%20Hotel%20Management.pdf>

## 8.Future Plans of Actions for Next Academic Year

**FUTURE PLANS Curriculum**

- To open more PG courses like M.A in Bengali
- To open UGC Sponsored B.Voc programmes
- To open Computer Training Courses Teaching-Learning Evaluation
- Activation of Evaluation on Teaching and Learning through Tutor-Ward system.
- Remedial programme for students.
- Evaluation on Teaching and Learning with the assistance of students' Feedback.
- Evaluation and Reformation of Examination System.
- Medium of instruction should be in English at least in Honours level(excluding language subjects) but those who continue their study in mother language will be self taught.
- Research Extension
- Promotion of Research Culture among faculty and students.
- Publication of Research Journal of the College.
- Initiative for National International Linkage.
- Organize National / International Seminar / Conference.
- Publication of Research Paper through College website.
- Infrastructure Construction new building for B. Voc Programmes, Science Class Rooms, and Grill Hostel of the college.
- Several class rooms and laboratories for general science students.
- Expansion of college central library.
- Learning Resource
- Improvement and Extension of Library facility with special attention of e-information resource by purchasing Infilbnet, CDs, DVDs etc.
- Extension of Departmental Library.
- Extension of Smart Class rooms of every department.
- Student Progression
- Planning specific programme to aware students to join Different State Services, Central Services etc.
- Organisation of Seminars / Workshop for entrepreneurship Development among the students.
- Organization Management
- Planning and Development Strategies for resource generation.
- Budgeting and optimum utilization of finance, reflected in



up-to-date audit. • Improvement of Teacher-Student ratio for better Academic Development. Innovative Practices • Parent-Teacher Association. • Students' Feedback. • Academic Counseling. • Teachers' Performance Appraisal. Institutional Commitment towards community • Formation of Blood Donors' Club from student's community. • Proposal of Community Service through Micro-Savings. • Formation of Thalasaemia Detecting Centre with the support of Indian Red Cross Society. • Psychological counselling cell for inattentive students. Village adaptation programme Extension of Memorial lecture including nearby schools