SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

MUGBERIA GANGADHAR MAHAVIDYALAYA

BHUPATINAR, PURBA MEDINIPUR-721425 WEST BENGAL, INDIA
721425
www.mugberiagangadharmahavidyalaya.org

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

"Each Soul is potentially divine. The goal is to manifest the Divinity within"-**Swami Vivekananda**

MUGBERIA GANGADHAR MAHAVIDYALAYA was established on 2nd July, 1964 as Govt. Aided co-educational college in Bhupatinagar village situated at Bhagwanpur II Block under Purba Medinipur District , West Bengal by a society of the same name.

The college is committed to promote educational facilities of all types, including studies in Arts (Humanities), Science,Commerce, Technical and Vocational Courses.

The college sustains a culture and committed towards educational brilliance in a pragmatic way and it is with this realization that the college and its courses are being instituted for the purpose not merely of preparing our students for a profession but of stimulating them to intellectual activity in the society. Keeping in line with its vision and Mission, the college offers 21 undergraduate courses in Arts, Science, Commerce, Physical Education Teachers' Training Course (B.P.Ed) , P.G in Physical Education (M.P.Ed), Mathematics & Bengali. It even runs many career oriented courses under the financial help of UGC, e.g. Certificate Courses in Income Tax Practice, Communicative English, Yoga Therapeutic, Business Management etc. Besides these the college has a diploma course in Tourism and Hotel Management under community college of UGC and B.Voc Degree Programmes on Tourism & Hotel Management and Food Processing and a certificate course on "Uses of Vermi Composed in Agriculture" with financial help of the colllege has been started from 2018. Thus, the goals of the society are transmitted into academic and extension activities.

Vision

Becoming the College with Excellence (CE) in education, training and economic development through sustainable and accessible environment, guided by the principles of inclusiveness, integrity, innovation, creativity, and quality.

Our vision is to impart affordable education to the society without any distinction of caste, creed or culture, give special attention to the economically and socially weaker sections of the society, cultivate free thinking by making students mentally sound and physically strong, to open up the frontiers of knowledge before students so that they may have a desire to learn more, to create an atmosphere for the holistic development of the individual and develop them into good citizens who love their fellow beings, care for the society and live for the country and finally to provide the students with adequate skills for gainful employment.

Mission

Our mission is to imparting knowledge to the backward section of the society where higher education is not possible because of the financial constraints. Most of the students and teachers have the faith in the enhancement towards transforming the spirit of the time, respect for society, and respect for every honest opinion. Thus our mission is to nurture freedom of thought and sharpen the academic passion of the students

and faculties in an unrestricted way. Considering the Mission and worthy of the best efforts of all the stakeholders since 1964 much have been accomplished and has been disseminated by means of introducing several subjects, courses of Arts, Science, Commerce, Teachers' Education and Industry related certificate courses which lead to an intellectual attitude of overriding importance. Beginning in the classroom with exposure to new ways of knowing students embark on a journey of intelectual transformation. And the students will gain with their talents assessing their values and interests and learning how they can best serve the world.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

College with Potential for Excellence (CPE) award by the UGC under XII Scheme.

Online Admission System (OAS) and implementation of HRMS and PFMS in financial matter.

Tourism and Hotel Management Diploma course under UGC Community College.

B.Voc Degree Programmes on Tourism and Hotel Management and Food Processing

Research Cell with a vision to promote modern research works and healthy publications

Holistic development of the students through NCC and NSS- Social work and community engagement under various schemes

Fully functional CBCS across programmes.

Seminar lectures and interaction with eminent personalities throughout the year

The ICT infrastructure like,Smart Class Rooms,Virtual Class Rooms, infrastructure facilities for teaching-learning, research and recreation are available.

24X7 Wi-Fi connections and high speed broadband connections to all departments, CCTV enabled campus

Grievance Redressal Cell, Student Support System, Mentoring Mechanism, Counseling andGuidance Services.

Environmental initiatives like Vermicompost Processing centre, Proper gardening to maintain healthy atmosphere,waste management system, Green audit etc.

Good placement record in Tourism and Hotel Management Department, MoUs with Industry partners.

Fully Functional automated system with OPAC in Central Library with more than 30,000 booksDepartmental libraries

Three boys' hostels and two girl's hostels

Publication of Wall Magazines from each department throughout the year

Six Certificate courses

A good number of edited books/author books/text books are published from highly reputed publishing house during last five years.

Physical Education Departments with B.P.Ed and M.P.Ed courses

All types of modern sports facilities including large play ground, modern basket ball court, and highly equipped gymnasium.

Institutional Weakness

- Insufficient faculty members.
- Location of the college is far away from the city, thus communication is a big problem.
- Lack of students due to presence of other colleges in and around this institute
- Difficulty to attract sizeable research funds from the government and private funding agencies.
- Less financial contribution from alumni
- Not having fully residential campus.
- Some of the faculty members have yet to acquire their doctoral qualification.
- Lack of English proficiency
- Insufficient space for separate departments, common rooms etc.
- There has not been full documentation of innovation in teaching and experimentation in the form of monography and manuals. The college is also not able to formalize complete database and use it optimally to the development of the institution.

Institutional Opportunity

- MoUs for enhancing joint and collaborative research.
- Several smart class rooms, virtual class rooms, highly equipped laboratories
- Enhancement of research impact on the socio-economic condition of adjacent village areas through outreach programmes by developing agro-based technologies
- Getting industry partner in the near future.
- Campus placement (Tourism and Hotel Management)
- Introduction of more and more courses
- Introduction of self financing courses

Opportunity to open more PG departments

Institutional Challenge

- To get the College of Excellence Award from UGC
- To invite more and more industry partner for MOUs
- Innovative research and Patents under Intellectual Property Rights (IP)
- To get the maximum benefit from the research outcome
- To introduce more job oriented subjects and PG subjects

- To ensure 100% smart campus

To enhance the probability of Vocational success through campus recruitment

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college is affiliated to Vidyasagar University, West Bengal and the curriculum design adopted by the college is framed by the University for UG, PG & B. Voc. courses. The college has also developed its own curriculum for several certificate courses including curriculum for Diploma course in Tourism & Hotel Management under community college of UGC. In B. P. Ed. and M. P. Ed the college follows the syllabus provided by the NCTE however the BOS has the right to modify 10% of the syllabus in M. P. Ed per year. Following the syllabus and academic calendar provided by the University the college prepare the academic calendar department wise to complete the syllabus within stipulated time.

The BOS forM.P.Ed, M.Sc in Mathematics and M.A in Bengali are constituted in the college on the recommendation of two external subject experts by the University authority. BOS is responsible for framing and adopting the course of studies as well as syllabi, selection of paper setter, examiner (Internal and External) and reviewer for both theory and practical examinations..

The curriculum of various programmes offered in the college are revised and updated regularly by the affiliating University. The teaching-learning process is strengthened through intensive laboratory work, assignments, Seminars, field visits and project works, etc. The use of audio-visual equipment has been facilitated. The students use the internet facility widely for preparing their assignments. Departmental library is accessed by the students according to the norms prepared by the concern department.

Teaching-learning and Evaluation

Teaching Learning and Evaluation are important aspects of curriculum. The college has a compact system of teaching learning methods. Most of the activities related to teaching learning are entrusted on the shoulders of the qualified teachers who take primary responsibility to teach and evaluate student's performance.They try to anticipate the topics and concepts that will be difficult for their students and to develop teaching strategies on the various topics in ways their students will understand. Teachers make a special point of becoming familiar with their students preparation, knowledge and abilities and adjust their teaching to maximize the teaching.

The entire process is practiced in the following manner:

1. Preparation of academic calendar is completed before the beginning of the session.
2. Class Lectures are delivered with the help of ICT
3. Tutorial classes for the slow learners
4. The students are motivated to use the library with INFLIBNET facility.
5. Regular evaluation test according to the norms of the affiliating university.
6. Projects, Internship, Field-Work, Practical classes, Seminars, Quiz, Wall Magazine, endowment lectures are being conducted time to time.
7. The evaluation process conducted with the norms framed by the affiliating university. Apart from

regular class evaluation, most of the departments have their own evaluation mechanism.

The evaluation process segregated into two parts i.e. CIA and End SEM examination with the weightage of 30-70 respectively. The Practical aspect of the syllabus is evaluated by the external examiners appointed by the university and / or the college BOS.

Research, Innovations and Extension

The college has a research cell to promote the research culture among the faculties. As a result of continuous research work by the faculties the following outcomes in different research oriented fields are obtained.

Publication from UGC listed Journals – 50, Book Publication-16, Chapters with ISBN-55, Paper presented in India(Int. Conference)- 22, Paper presented in aboard (Int. Conference)- 03, Paper presented (National Conf.)- 50, Journal Published-02, Seminar Organized-27, Project Completed-19, Invited Speakers-03, Ph.D Supervisor-01 Ph.D Co-Supervisor-02, Faculty acting as paper reviewer-04, Faculty acting as a member of Editorial Board of Int. Journal-05, Members of International Organs-04, Ph.D-21

Innovation and Extension which is a core value and social responsibility of the institutions, is also a major aspect. The focus of these criteria is captured through NSS, NCC, Physical Education dept., research cell and college itself.

Innovation and Extension activities at a glance :

Six month certificate course on "Vermi Compost Processing and its application".

Construction of Vermi compost processing center inside the college premises.

Green Auditing has been done to check the environmental parameter of the campus.

Implementation of Waste Management.

Adopted five villages around the college under Unnat Bharat Abhiyan.

Swachh Bharat Abhiyan and "Swachhta Hi Seva" programmes and Awareness Campaign on AIDS, Thalassaemia, Safe Blood Transfusion, Arsenic Problem, Food Adulteration etc to the nearest villages by NSS and NCC.

Observation of Plantation Week by sampling Sandal tree , Awareness Camp on Plastic Pollution and Entrepreneurship.

Conduction of Football Match among the school level students to maintain surrounding sports culture.

Infrastructure and Learning Resources

The college has increased its infrastructure and learning resources with the help of various govt funds and RUSA. There are as many as 30 smart class rooms, 01 Language room, 90 Desktop Computers, 45 Projectors,

18 Laptops, 39 Class Rooms, 14 Laboratories, 02 Students Common Room, 01 Gymnasium, 01 Central Library and Reading Room, 13, Teachers Common Rooms, 01 room for each NCC and NSS. Apart from this 01 Canteen and 01 Union room are also available. These resources are used by the students and faculty members throughout the year.

The other segment of the college such as the Central Library uses SOUL software and runs OPAC system.

Student Support and Progression

Principal, Faculty members, Non-teaching Staffs, Students Union and Alumni are part of the Students support and progression mechanism of the college. Besides these, Students mentors among the senior teachers of the college, Anti Ragging Cell, Grievance Cell, Anti Sexual Harassment Cell or *Bishakha Cell* takes ample measures to prevent incidents of ragging and sexual harassment in the campus.

Cadets of NCC and volunteers of NSS use to participate in various national platforms and secured prizes and awards. Many NCC cadets have been placed in various jobs throughout India.

Different Certificate Courses are also introduced to grow interests among the students about their career opportunity. During admission and in the course of the study, appointed councilors helped the students to overcome problems like, selection of subjects, confusions and various other challenges and difficult situations in life. Apart from these, the college has a Placement Cell under the aegis of Tourism and Hotel Management which takes the responsibility of pre-placement training and make them efficient in jobs.

Moreover, the college organizes and helps the students for various scholarships such as inspire, National Scholarship, State-scholarships like Kannysree (A state Government initiative), Swami Vivekananda, ONGC, Zindal, ST, SC & OBC scholarships, etc. The poor and bright students are benefited from the aid funds and students' fees concession scheme of the college.

The college has structured mechanism towards absentees, parent teachers meeting are conducted time to time for the betterment of the departments.

Governance, Leadership and Management

Governing Body of the College is the top managerial body. Principal is the chief executive and Ex-officio secretary of G.B. Governing Body moves in accordance with the provisions of University Statute and Govt. acts and orders from time to time on the basis of the recommendations of its subcommittees like academic subcommittee, finance subcommittee, planning and development subcommittee, purchase subcommittee etc.

Being the leader and motivator the principal co-ordinates all the academic and administrative activities through his constant monitoring. For the proper implementation of academic programme, augmentation of financial resources, proper running of library, students discipline and the employees' interest etc.

The faculties and alumni takes leadership role in the decision making process in sub-committees to assist the Governing Body for their implementation.

For financial management and resource mobilization the institute has been guided by the State Government

Finance policies. All transactions are made online, like PFMS, NEFT / RTGS etc. The other necessary payments are made through Cheque payment for financial transparency. For any purchase or procurement, the decision has been taken only in the finance committee meeting and is approved by the GB.

The IQAC also act as a self regulated body of the institution to monitor all academic matters and keep records of the same. It regularly meets the principal for formulating new ideas for up gradation of academic and infrastructural standard.

Institutional Values and Best Practices

To get the best results out of the resources we have maintained following activities.

Research activities of Teaching Faculty

The college has the responsibility to encourage the teachers to pursue their research interests in all earnestness. Providing necessary facilities, encouraging the teachers to apply for research projects from different funding agencies, to help publish articles in reputed journals and arrange seminars and conferences to make associations with the research communities thereby widening the scope of research work and collaboration.

Students' Aid & Motivation

This is an Aid & motivation of the students to obtain their best possible performance. The college is situated in a rural agriculture based economy area. Most of the students come from the families depend on agriculture only and they are financially backward. Students coming from these families face the financial constraints to complete their education with a goal or view to help and motivate these students the college introduces and provides a general tuition fee concession and students 'financial aid to the students coming from "Below poverty level". Rewards and prizes are also given away for the good academic performances and performance in annual cultural and sports-games competition to enfold their inherent possibilities.

Administrative practices

The institutional management is always in favour of decentralization. There are several committees associated with institutional governance. Finance Committee, Purchase Committee, Research Cell, IQAC, Women Cell, Environmental Cell etc are the part and parcel of the good governance.

Hazardous Waste Management

The institute has launched Hazardous waste Management system inside the college campus under the guidance of Zoology department. It helps us to reduce the waste inside the college as well as proper care has been taken to mitigate the effects of the Chemical and Non-chemical wastes.

Extension activities

The most active wings of the college are NCC and NSS units. They performed well throughout the year. The volunteers and the cadets are the backbone of the college who are devoted to the social commitment. They occasionally launched various programmes on many issues directly related to society. Apart from these, Skill Oriented Programmes under Community College is also popular.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	MUGBERIA GANGADHAR MAHAVIDYALAYA
Address	Bhupatinar, Purba Medinipur-721425 West Bengal, India
City	Contai
State	West Bengal
Pin	721425
Website	www.mugberiagangadharmahavidyalaya.org

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
IQAC Coordinator	Kalipada Maity	-	9434611354	-	kalipada_maity@yahoo.co.in
Principal	Swapan Kumar Misra	03220-270236	9002275816	-	mugberia_college @rediffmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	02-07-1964

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
West Bengal	Vidyasagar University	[View Document](#)

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	02-07-1964	[View Document](#)
12B of UGC	02-07-1964	[View Document](#)

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
NCTE	[View Document](#)	24-05-2007	156	Until further notice

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	Yes
If yes, date of recognition?	27-05-2016
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Bhupatinar, Purba Medinipur-721425 West Bengal, India	Rural	4.59	2.37

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Bengali	36	Higher Secondary	Bengali	133	131
UG	BA,English	36	H.S	English	103	103
UG	BA,Sanskrit	36	H.S	Bengali	96	96
UG	BA,Political Science	36	H.S	Bengali	70	22
UG	BA,History	36	H.S	Bengali	103	28
UG	BA,Music	36	H.S	Bengali	40	3
UG	BA,Philosophy	36	H.S	Bengali	55	55
UG	BA,Physical Education	36	H.S	Bengali	400	212
UG	BA,Education	36	H.S	Bengali	400	242
UG	BSc,Physics	36	H.S	English	34	3
UG	BSc,Chemistry	36	H.S	English	63	27
UG	BSc,Mathematics	36	H.S	English	47	47
UG	BSc,Nutrition	36	H.S	English	31	31
UG	BSc,Zoology	36	H.S	English	20	20

UG	BSc,Geography	36	H.S	English + Bengali	55	52
UG	BSc,Economics	36	H.S	English + Bengali	31	2
UG	BSc,Botany	36	H.S	English	35	22
UG	BSc,Physiology	36	H.S	English + Bengali	40	40
UG	BPEd,B P Ed	24	Graduate	English + Bengali	50	22
UG	BCom,Commerce	36	H.S	English + Bengali	74	54
UG	BCom,Commerce	36	H.S	English + Bengali	50	0
PG	MA,Bengali	24	B.A in Bengali Honours	English	40	40
PG	MSc,Mathematics	24	B.Sc in Mathematics Honours	English	30	30
PG	MPEd,M P Ed	24	B.P.Ed	English	40	40

Position Details of Faculty & Staff in the College

Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				1				5				30
Recruited	1	0	0	1	4	1	0	5	19	3	0	22
Yet to Recruit				0				0				8
Sanctioned by the Management/Society or Other Authorized Bodies				1				3				16
Recruited	1	0	0	1	1	0	0	1	11	2	0	13
Yet to Recruit				0				2				3

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				32
Recruited	13	3	0	16
Yet to Recruit				16
Sanctioned by the Management/Society or Other Authorized Bodies				18
Recruited	12	6	0	18
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				1
Recruited	1	0	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	2	0	0	4	0	0	15	1	0	22
M.Phil.	0	0	0	0	0	0	4	2	0	6
PG	0	0	0	1	1	0	11	2	0	15

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	24	11	0	35

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	1	3	0	4
PG	0	0	0	0	0	0	13	9	0	22

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	11	0	0	11

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Diploma	Male	31	0	0	0	31
	Female	3	0	0	0	3
	Others	0	0	0	0	0
Certificate	Male	97	0	0	0	97
	Female	143	0	0	0	143
	Others	0	0	0	0	0
UG	Male	782	0	0	0	782
	Female	1404	0	0	0	1404
	Others	0	0	0	0	0
PG	Male	67	3	0	0	70
	Female	88	1	0	0	89
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	144	192	175	161
	Female	116	92	109	111
	Others	0	0	0	0
ST	Male	16	24	32	5
	Female	5	9	9	5
	Others	0	0	0	0
OBC	Male	217	126	139	69
	Female	164	133	103	99
	Others	0	0	0	0
General	Male	922	809	745	739
	Female	726	642	924	1102
	Others	0	0	0	0
Others	Male	3	4	25	47
	Female	3	2	2	1
	Others	0	0	0	0
Total		2316	2033	2263	2339

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 33

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
33	28	28	27	22

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2339	2263	2033	2316	2253

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
691	673	645	580	335

File Description	Document
Institutional data in prescribed format	View Document

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
436	520	528	439	472

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
42	30	31	27	30

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
50	48	45	45	39

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 52

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
149.46	145.95	90.89	49.82	139.24

Number of computers

Response: 84

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The college is affiliated to Vidyasagar University, WB and the curriculum design adopted by the college is framed by the University. The college has developed its own curriculum for certificate courses, like Communicative English, Income Tax Practices, Business Management, Yoga Therapy, Human Rights and Vermicompost. This institution has developed the curriculum for Diploma Course in Tourism & Hotel Management under community college of the UGC and B. Voc Degree programme in Food Processing and Tourism & Hotel Management under financial support of the UGC and under rules and regulations of NSQF.

Different steps followed by the institution to ensure effective curriculum delivery are as follows:-

The **Annual Academic Calendar** is prepared according to the University Calendar prior to commencement of the academic year by IQAC and Teachers' Council specifying available dates for significant activities like, class tests to ensure proper teaching learning process.

Meetings usually held in each department at the end of the academic session to discuss about the course distribution for the ensuing academic session. Based on the individual teacher, the syllabus is allotted to them by the Head of the Department.

Syllabus of each subject framed by Vidyasagar University is provided to the students. Head of the Departments maintain all for effective academic planning, implementation and review of the curriculum.

Theory and Practical classes are held according to the **Time-Table** which is prepared prior to the commencement of the academic year by the Routine Committee.

In addition to traditional teaching aids like 'Chalk and Board' use of modern teaching aids and ICT are encouraged by using visual class room, smart class room, projector, laptop etc.

Classroom teaching is supplemented with seminars, exhibitions, workshops, special lecture, Tutorials, Departmental Quiz, Wall Magazine,Paper Presentation by the students, projects, group assignments, educational tours, field trips and industrial visits for effective delivery of curriculum.

The **College Central Library** provides teachers with unique user ID and password for accessing **INFLIBNET.** 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.

All Internal Examinations like CIAs are conducted to check whether the students have acquired

knowledge as outlined in the objectives of the curriculum (10 Marks are allotted to CIA for each core paper under CBCS).

Special classes are conducted for low achievers. **Advanced Learners are made to solve University Question papers, JAM, GATE, NET Questions papers, etc**. 05 marks for each core paper for CBCS is adjoined from their regular class attendance of the college.

Mentoring System for students in every department has been introduced to minimize the stress of students from the load of vast curriculum.

According to the direction of the the Principal ,Every department arranges **Parents Teachers and Students Meeting.**

Besides these, **the results** of Part-I, Part-II, Part-III and all semesters for UG & PG are discussed in the rerespective departments,and in the Teachers' Council and finally in the governing body.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 5

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	1	3	0

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 87.5

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	5	6	6	2

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 33.33

1.2.1.1 How many new courses are introduced within the last five years

Response: 11

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document
Any additional information	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 78.79

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 26

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 11.67

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
320	323	308	250	100

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

The institution believes that integrating cross cutting issues with the curriculum would create positive effect on the student in both of his education and social commitment. Accordingly Courses in Gender, Environment and sustainability, Human Values and Professional ethics are offered by the college.

Gender sensitization:

Students became familiar with the concepts of feminist relationship, responsibilities and gender identities through the UGC funded Human Rights Foundation Course. In this course, the institution emphasized gender issues while formulating the syllabi. Social status of Women and children in International and National Perspective, Enforcement Mechanism; Human Rights violations and Indian polity, women empowerment etc, are being taught in the classrooms. For B.P.Ed students, specifically in curriculum of 3rd semester, a paper consist of Curriculum Design and Gender Education as elective paper is being taught.

On the other hand, in the semester of M.P.Ed course a paper is Curriculum Design and Gender Education consisting of 100 marks of equal weightage is also being taught. The women's cell of the college organized a national level seminar under CPE on women empowerment which had significant impact on the mind of the students.

Environment and Sustainability:

Environmental sustainability is one of the greatest challenges in today's world. Considering the importance of environmental issues, Vidyasagar University has included a compulsory paper for 3rd year B.A, B.Sc, B.Com students on environmental studies, so that the students can acquainted with their surrounding natural resources, biodiversity, ecosystem and the causes of environmental degradation along with various environmental policies and acts regarding environmental protection and environmental movements in India. Apart from the regular course curriculum, environmental education is also inscribed in the syllabi of B.P.Ed and M.P.Ed courses. Not only that, the institution also organizes lectures and programme on environmental awareness under the aegis of forest department, Govt. of West Bengal. Plantations are conducted throughout the year to counter environmental degradation

Human Values and Professional Ethics:

Human values are integral part of one's life. Since *Asanas : Pranayama : Kapalbhati, Anulom-Vilom: Vamori etc. are very much helpful to develop and grow human values in a man or woman, so* the institute has introduced a certificate course on *Yoga therapy* by which a student can learn how to stay physically and mentally fit by reducing stress managements and thereby developing his or her humanities. On the other hand, some papers entitled "Human Rights: Ethical Consideration; Ethical arguments for Human Rights; Ethical Movement for Human Rights; The Moral and Ethical Value of Human Life; Intrinsic Value of Human Rights" etc. are also taught under the certificate course on Human rights. Moreover, the NSS and NCC activities of the college have greater exposure towards human values for both the students as well as the teachers. Furthermore, the institution organizes seminar lectures such as "The life and works of Sister Nivedita" on 16.01.2018 by experts to inculcate social, moral and ethical values in the students. Please visit the facilities link of college website.

File Description	Document
Any Additional Information	[View Document](#)
Link for Additional Information	[View Document](#)

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 6

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 6

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document](#)
Brochure or any other document relating to value added courses.	[View Document](#)
Any additional information	[View Document](#)

1.3.3 Percentage of students undertaking field projects / internships

Response: 65.8

1.3.3.1 Number of students undertaking field projects or internships

Response: 1539

File Description	Document
List of students enrolled	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

File Description	Document
Any additional information	[View Document](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	[View Document](#)
URL for stakeholder feedback report	[View Document](#)

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.01

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 78.02

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1179	1118	1017	1006	1033

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1535	1495	1433	1289	1154

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years

Response: 33.86

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

2017-18	2016-17	2015-16	2014-15	2013-14
236	260	202	302	44

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

Strategies adopted to facilitate Slow Learners:

- Around 30% of students generally suffer from slow learning. The students' counsellors, identify the nature of their problems and find out the root of the problem and motivate them by peeps talking to achieve best in academics. Evidence of success viz. better results in the examinations, regular attendance, proneness to co-curricular activities, better disciplined and punctual response in the campus and respectful   student-teachers relationship

- Organized extra tutorial instruction periods for such students to clarify the doubts or confusions they have, regarding any topic and re-explain critical topics to improve their understanding and to achieve overall better performance. Thus, appropriate counselling with additional instruction periods, eventually help them to perform better to achieve success in the examination.

- Extra instruction periods are conducted for the full coverage of the syllabus where the involvement of the students is ensured. Interactive teaching learning process are also conducted for slow learners.

- Slow learners are specially advised and counseled by the respective subject teacher/HOD. Remedial classes are conducted for the weaker students based on the performance of class tests from 2008-2015. From 2015 onwards, tutorial classes for the slow learners being conducted.

- Poor performance due to frequent absent is dealt with interacting the parents of students concerned

(by sending letters or organizing personal meeting with the parents).

- Special programmes are conducted for slow learners e.g. Certificate course on Communicative English etc.
- All the staff members maintained good and friendly relation with students and dealt with their problems in a gentle and hassel free manner. A healthy student-teacher relationship, is always maintained in our institution.

Strategies adopted to facilitate Advanced Learners:

- Advance learners are identified through their response in instruction periods, performance in contineous internal assement, examinations, interaction in class room and laboratory, their fundamental knowledge, concept, understanding and articulating abilities etc., Our college promotes independent learning that contributes to their academic and personal growth and development.

Strategies adopted for students' improvement:

- Experts from the different colleges/universities/reputed institutes are invited to conduct the subject wise instruction on the curriculum by special lecture/seminars.

- Advance learners are motivated to attend different National and International Seminars as an oral as wel as poster presenters of research papers on the theme or sub-theme of the concerned seminar.

- The different departments organize, group discussions, technical quizes, exhibitions, to develop their subject knowledge as well as problem solving abilities in them and thereby, improve their presentation skill.

- The students secured university ranks and achieved highest marks in their respective stream and other categories.are motivated with various awards, and prizes.

- For independent learning, one can access digital library facilities available in the college library. They can access departmental library too in their respective department.

- Most of the departments organize special coaching classes for the advanced learners to compete in JAM, NET, GATE, NBHM.

- Provided computer facility with internet connection and Wi-Fi connectivity for fast and precise access of information for independent learning.

File Description	Document
Link for Additional Information	[View Document](#)

2.2.2 Student - Full time teacher ratio

Response: 55.69

File Description	Document
Any additional information	[View Document](#)

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.34

2.2.3.1 Number of differently abled students on rolls

Response: 8

File Description	Document
List of students(differently abled)	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any other document submitted by the Institution to a Government agency giving this information	[View Document](#)
Any additional information	[View Document](#)

2.3 Teaching- Learning Process

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

Response:

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

- **Discussions:** Group discussions on related subjects make the students think wide and participate 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 on various topics related to their subjects to widen the horizon of their knowledge.

- **Debates:** Debates are followed in many subjects where students are required to come with different constructive opinions and thought processes resulting learning process get justified and enriched interactive way of learning to cope up their logical thinking.

- **Laboratory Experiential Learning:** Science education is always justified with experimental knowledge. Thus we try to expose our students to all laboratories like Zoology, Chemistry and

Geography from the first year. From second year, students of core subjects are given an exposure to experimentation based on the potential apptitude so that the students can learn it by his/her own experiences.

- **Projects:** Enhancing practical knowledge with innovation, we do encourage our students to undertake mini-projects from second year onwards, though, always it is not a part of curriculum of Vidyasagar University. Segregating students into small groups resulting personal attention paid to every student for prominent role. In B. P. Ed. and M. P. Ed, project is a part of syllabus and students prepare personal and group projects for evaluation.

- **Case studies: C**ase studies conducted mainly for the Science and Commerce departments where the students get practical knowledge & logical thinking based on the realistic experiences. Students having subjects such as Nutrition, Economics, Physical Education and Geography are given opportunity to extend their practical knowledge by providing real time case studies.

- **Role Plays:** Role play helps students to learn and provide experience in play style.Subjects like Education, Communicative English are taught by adopting role plays.

- **Internal Examination System : Contineous** Internal Assessment policy is also a part of curriculum which helps the student for enhancing learning experiences.

- **Participating seminar / workshop:** The College regularly organize many seminars/ workshops/ memorial lectures/ exhibitions on various topics related to the students courses and students are free to participate and enriche their knowledge and eager for their higher study. Apart from that, in the department of physical education weekly seminar period is also allotted in the timetable where one student from each class and one faculty member belonging to the theme of the seminar present paper on the theme.

- **Student publication by wall magazine :** Every department annually publishes a wall magazine.

- **NSS and NCC Awareness Programme**: Programmes are organized throughout the year on varied occasions to make the students aware of evil social customs, personal health or to prevalent superstitions in the area, and inspire them to become law-abiding good citizens of our country.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 154.76

2.3.2.1 Number of teachers using ICT

Response: 65

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 55.69

2.3.3.1 Number of mentors

Response: 42

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

ICT-enabled teaching-learning process: To facilitate modern teaching-learning process, the college makes use of ICT. 34 smart classrooms are available in almost all departments with LCD projectors and internet connectivity. Two virtual classrooms and one language room are also used for teaching. To make students confident regarding paper presentations, a specific topic is selected by teachers as assignment that includes oral presentation by the students on that specific topic or project work. The department of physical education is familar with departmental weekly seminar and Remote Accessing in the virtual class room.

Publication of departmental wall magazine: Another innovative procedure used in the college is publication of annual issue of departmental wall magazine . Collective work, creativity and innovations are the main will force behind this practice.

Innovative skill development: Departmental quizes, exhibitions, debate, essay writing, elocutions, dissertation for M.P.Ed and different activities on Digital India Programmes such as SKIT-show, etc. are frequently held by many departments. All departments have students-monitoring system including students that has one *PREFECT* (student monitor) selected for leading different activities viz. field work, practical, etc. The B.P.Ed/M.P.Ed organizes different sport competitions among school students which make them creative in the sports field. Memorial lectures are organized by Chemistry, Mathematics, Zoology and Nutrition departments which motivate students to build their bright future.

Practical based teaching-learning activities: All the departments carry out research projects/field study for final year students. Nutrition department carried out internship programme by adopting village and

nearby hospitals which helps the students to achieve learning experiences. This makes students research oriented understandings. Educational tours/excursions by department of Zoology, Geography, History, Sanskrit, Bengali and Industrial Visits by Departments of Chemistry, Physics, are undertaken every year.

Examination based innovative practices: After completion of one or two units of a subject, a surprise test is being conducted by each department. The results of the tests are with students that measure weakness and strength of each student.

Role of Library in innovative teaching learning process: At the very beginning of every session, librarians meet collectively with students and discuss the operating process of *SOUL* software that significantly removes the hesitation and fear of the newly admitted students that simplify the access of books & journals for students.

Inclusion of Mentoring process: Here the teachers undertake the counseling the students regarding different kinds of problems like academic difficulties, etc. personally and fruitful remedial measures are searched out. In the process, if teachers find that students have any psychological problem, they are guided by teachers. The teachers also undertake tutorial classes which are allotted in the master routine to facilitate better students' performance. Bright students are encouraged to solve previous 5-10 years university question papers along with JAM, GATE, NET competitive examinations that help to appear in final examinations that can ensure good university result thereafter. Last but not the least, all the departmental faculties arrange for special lectures by eminent academicians and scientists from different esteemed academic institutions for the betterment of students.

File Description	Document
Any additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 70.46

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	[View Document](#)
List of the faculty members authenticated by the Head of HEI	[View Document](#)
Any additional information	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 57.52

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
20	20	21	15	15

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	[View Document](#)
Any additional information	[View Document](#)

2.4.3 Teaching experience per full time teacher in number of years

Response: 7.88

2.4.3.1 Total experience of full-time teachers

Response: 331

File Description	Document
Any additional information	[View Document](#)

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 12.5

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	1	2	0

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copies of award letters (scanned or soft copy)	[View Document](#)

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the

last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

Mugberia Gangadhar Mahavidyalaya is affiliated to the Vidyasagar University and adheres to the rules and regulations of the 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 particapate in Subdivision, District, State, Inter-College and Inter-University competitions.

(Please see sections 14 & 15 in pages-8, -9, 10 of the attachment.)

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Internal assessment 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 10 marks and also 10 Marks out of 75 for each core paper in the CBCS (Semester) system as per rule of Vidyasagar University examination pattern. As per University rules, the department organizes two internal tests of 10 marks each for every paper and the results are duly intimated to the examinees within 7 to 10 days from the completion of the examination. The students are provided with the **corrected answer-scripts** by the concerned faculty members. The doubt and enquiries of the students regarding the pattern of **optimal answers are clarified by the examiners.** With the commencement of the new session Class-Tests are scheduled to be held for the UG & PG students. The schedule of Class-Tests continues till the end of the session in the next March for UG courses (Annual pattern) and May for All UG & PG under CBCS(Semester). The students are provided with the corrected answer-scripts of the Class-Tests so that they can be aware of their mistakes. If the students express their difficulties in understanding the questions which were set in the Test, the questions and the topics on which such questions were set are discussed in the lecture-hour by the faculty member. The students are often suggested to write the answers again as home assignments incorporating the modification and changes made by the examiners in the test-scripts. Apart from the scheduled class tests, surprise class tests on the subject matter just taught in the previous instruction periods, are also arranged frequently which make the students more regular and attentive. **If there is any tabulation related error in the assessment, corrections are duly made by the examiner**

and the corrected marks are officially posted against the name of the concerned student. In the event of delay in publication of results in 1st and 2nd year examination the college has no way to rectify as the responsibility of publication of result lies solely over the Vidyasagar University.

In the department of physical education for B. P. Ed. and M. P. Ed. the internal examinations are conducted as per the guide lines provided by the NCTE. In theory, at least three internal assessment is conducted and the evaluated answerscripts are shown to every students within seven days from the completion of the examination; after clarification and modification if required the obtained marks recorded and also notified on the notice board of examination cell. Students are allowed to reappear in the same test for upliftment if they wish to do the same. In case of practical assessment the performance is shown to every students and marks aloted as per the standard norms. Here also students are allowed to reappear if they feel to increase their performance(s). The attendance of the students is also parallelly maintained by the students leaders of every class as weightage is given to attendance.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response:

Students teachers interaction regarding class test/mid-term test evaluation: The students are provided with the evaluated answer-scripts by the faculty members. The doubt and enquiries of the students regarding pattern of optimal answers are clarified by the examiners. If there is any tabulation error, corrections are duly made by the examiner and the corrected marks is officially posted against the concerned student. The Parent-Teacher Meeting is a regular phenomenon for the First Year and the Second Year students. If there is a marked discrepancy between class-performance and performance in examination of a student, the teachers consider it to be their responsibility to identify the cause behind such discrepancy. The interaction between the parents and the relevant faculty members can be crucial for such identification. If the reason for such discrepancy is purely academic, the teachers try whole-heartedly to provide the students with a broader understanding of the subject of their study (topics already taught in the class are discussed again, students are given time-bound home assignments to be checked by the faculty members, more books and journals are suggested to the students for ready reference). However the cause may be extra- academic too. In case the student suffers from psychosocial ailments or examination-phobia, the faculty members try to deal with the conserned students and their parents sympathetically. They suggest the students and their parents to take the help of the counselor is available in the College premises during the college hours.

Self inspection of the evaluated answer scripts: The affiliated university offers opportunity to the students for self inspection of the evaluated answer scripts of the final examination if any doubt arises regarding evaluation. In the event of mistakes in grand total or question wise addition or non evaluated answer, the matter brought to the notice of the university authority for correction within a stipulated

time.The college takes initiative and helps the students to get their answer scripts of final exam for self inspection and departmental teachers re-examine the said answer scripts thoroughly in presence of the concerned student and reveal their consent. Thus on the basis of their observation and consent, the students' grievance regarding this, are solved.

Review of the evaluated answer scripts: Besides this the university also gives the oppertunity for reevaluation of answer scripts through review process. The students have to apply to the university through college for reviewing the answer scripts and the university takes measures to terminate the grievances of the students regarding this within a time period.

Role of College administration: Besides these, **the results** of annual /semester pattern for UG & PG are discussed at first in the respective department, next in Teacher council and finally in the governing body so that results be made more better and how the related grievances be minimized. The extract of the said discussions are sent to respective dept. faculties for their future improvement.

(Please see sections 14 & 15 in pages-8, -9, 10, & 11 of the attachment.)

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

For smooth conduct of CIE, the institution takes initiative in framing and implementing the academic calendar from the very beginning of the session as per guidelines . As a part of this, the college generally starts each session with UG & PG classes in the month of July according to the guide lines of Vidyasagar University and within two months from the commencement of the new session, Class-Tests are scheduled in the academic calendar. Two class tests for UG/PG throughout the academic session in every paper /core paper (CBCS) are arranged. Yet, extra class tests are continued till the end of the session in the next March for UG (annual pattern) and May for PG/ CBCS. The students are provided with the corrected answer-scripts of the Class-Tests so that they can be aware of their mistakes. If the students express their difficulties in understanding the questions which were set in the Test, the questions and the topic on which such questions were set are discussed in the lecture-hour by the faculty member. The students are further advised to write the answers to the same questions as home assignments with the suggestions and modifications made by the examiner of the Class-Test.

As per rule of Vidyasagar University examination patter, Internal assessment 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) as per rule of Vidyasagar University examination pattern. As per University rule, the department organizes two internal texts of 10 marks each for every paper

Beside this, many departments are arranged Mid-Term Tests for the UG students at last moment of every academic year. It is a 50/ 100 marks test. After few day, all the students are allowed to go through their corrected answer-scripts in the presence of the relevant faculty members. The students are further provided with the corrected answer-scripts by the faculty members so that they can go through the corrections suggested by the examiners and hopefully improve their performance in the forthcoming final examination of the University.

The department of physical education every year publishes calendar in the college website academic stating celebration of all the events to be celebrated, shouldering the occurance of the event by the faculty member and student prefect, National days, class tests, internal and external practical examinations and university final examination according to university calendar provided by the university after adoption by the department council. The students became well acquainted with the contineous internal examinations through the academic calender.

File Description	Document
Any additional information	[View Document](#)

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 on website and communicated to teachers and students

Response:

Mugberia Gangadhar Mahavidyalaya has intended programme outcomes through the **UG /PG Courses of Arts, Commerce and Science including B.P.Ed & M.P.Ed.**

Being academically excellent the **Arts and Commerce Graduate** make the analysis and evaluation of evidences in Arts & Commerce disciplines in support of an argument, proposition or solution to problems in the political, social, philosophical, historical, economical and business & commerce related issues. They can retrieve the information with their research skill, synthesize knowledge, and solve the problems applying theories and data through computer software in diversified cultures.

Also they make themselves **effective communicators** on matters related to society, economics and commerce in national & international context. These Students become the leaders in communities by developing curiosity, initiative & persistence to work independently and collaboratively for effective decision making & professional practice.

The graduate of Physics, Chemistry, Mathematics & Biology have clear concepts of Sub-Division of their disciplines. They also have **experience a comprehensive range of scientific techniques knowledge** of generating and analysing data, competence of evaluating of primary literature, skills of developing communication.

The **Science Graduates have the distinctive skill to generate testable hypothesis to design the valid experiments, analyse and interpret** the data and draw the conclusion. They communicate their research

findings in various formats.

Especially the Physics & Mathematics Students master the conceptual and theoretical foundation based on **mathematical rigor through proofs**. Using mathematical theory to model and technology they used to solve the computational problems including simulation and visualisation of mathematical models.

They provides clear and effective written and oral communication of mathematical results not only to the concern audience but also to **a non-mathematical audience**.

Also they have the immense interest to explore to other inter **disciplinary subjects with their scientific theories and techniques** to develop the teaching and expansion of the subjects.

Physical Education is an endeavour to provide opportunity for **all-round development of personality and maintaining wellness throughout the lifespan**. Hence the student admitted in the B. P. Ed. and M. P. Ed. course also make them well equipped to serve the society along with the fulfilment of the main aim of these two teachers' training courses.

Obtaining the degree both the professionals serve in the educational institutions like schools and colleges to groom the young to transform the individual from a **biological man to a man of divine** following discipline, punctuality, honesty, gregariousness and morality such as value and ethics. As the subject has two main aspects, one is the academic aspect and another is the professional aspect. Having the B. P. Ed. degree the individual can choose the profession as physical education teacher in school or in other professional bodies as physical instructor etc and others can choose the academic asect by getting admission into masters course. After having the M. P. Ed degree an individual can get job as Physical Education Teacher in Higher Secondary Schools, Colleges and Universities after clearind NET or SET Examination and as Sports Officer or Director of Sports in different organizaions as professional.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

Attainment of programme outcomes, programme specific outcomes and course outcomes are duly evaluated by the institution. One of the methods that our college follows while doing so is by assessing the teaching learning based on a **feedback system**, in which the first year, second year and final year students of the college are provided with feedback forms to be duly filled up by them providing inputs on teaching-learning drawbacks, limitations, constraints and also merits of the department, its faculty members etc. Our college also has a **Grievance Redressal Mechanism,** where the students can put their problems facing while studying. The institution deals with students' grievances very deftly and confidentiality, and takes concrete steps for resolution. **Teacher-Guardian meet** organized by individual departments after each

final Examinations and whenever else required is another system through which the institution keeps a track record of program outcome achievement.

There is also continuous evaluation system through **classroom assignments**, **presentations, group activities, case study analysis and laboratory performance.** The concerned subject faculty assesses the students individually on the basis of their knowledge of the subject, communication skills, presentation skills and creativity. In addition to that, declaration by parents and students for attendance shortage, communication of attendance and internal marks by displaying them in the notice board and open discussion in the class rooms etc are a regular practice of our institution through which attainment of program outcomes are measured and checked.

The weak and bright students are identified and accordingly outcome attainment target is set by introducing improvement measures. **Organizing class tests and subject- oriented quizzes, subject wise exhibition, departmental tour for refreshment and stress relief** etc. are a part of this improvement scheme.

The students from the department of physical education (a teachers' training section of the college) after having the B. P. Ed. degree are eligible to be a physical education teacher in upper primary and secondary schools, instructor in schools, colleges and different nongovt. organizations. Obtainiing the degree of M. P. Ed the students are eligible to be a teacher in higher secondary schools, colleges and universities and to persue of Ph. D. after clearing NET or SET examination. The professionals can engage themselves in coaching profession as physical instructor, yoga instructor, in different govt. as well as non-govt. organizations. As outcomes of specific programme the professionals become more disciplined, punctual, honest and ethical to the society by transforming from a biological man to a man of devine.

The IQAC Cell of the College monitors overall academic progress of the college and also seeks reports of academic progression from various departments, if found unsatisfactory the cell usually meets the HODs along with the departmental teachers & students and also recommend few suggestion for betterment of academic performance. Our college also has a Counseling Cell/Mentoring groups which helps in resolving students' problems, academic, psychological etc. in order to attain program outcomes. On successful completion of the final year of study, there is a reward system through which students are encouraged to excel in life.

File Description	Document
Link for Additional Information	[View Document](#)

2.6.3 Average pass percentage of Students

Response: 96.49

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 2395

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 2482

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.68

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 32.43

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	4.72225	5.29692	22.41

File Description	Document
List of project and grant details	[View Document]
e-copies of the grant award letters for research projects sponsored by non-government	[View Document]
Any additional information	[View Document]

3.1.2 Percentage of teachers recognised as research guides at present

Response: 7.14

3.1.2.1 Number of teachers recognised as research guides

Response: 03

File Description	Document
Any additional information	[View Document]

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 2.02

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 19

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 47

File Description	Document
Supporting document from Funding Agency	[View Document](#)
Any additional information	[View Document](#)
Funding agency website URL	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Being a predominantly undergraduate institution with only three postgraduate Departments (Physical Education, Mathematics & Bengali), Mugberia Gangadhar Mahavidyalaya has no recognized Incubation centers associated with business start ups. But it appreciates and plays an encouraging role in promoting an ecosystem for innovation among the faculty members. This spirit of innovation encompasses various outreach programs for creation and transfer of knowledge. Such as the college has established Research Cell in promoting some encouraging programs, workshops, seminars and conferences related to innovative research for sustainable development. For instance it can be cited that the cell has organized a UGC-Community Outreach Program on Community interests and needs on 26.08.2017. The theme of this program highlighted the benefit of uses of the easily manufactured vermicompost over chemical fertilizer and pesticide in agriculture. By this program the cell tried to show the community, faculties and students that how we could easily prepare vermicompost from garbages and agricultural waste in home and thereby how we could increase the yield and nutritional value of food by minimizing the decrease in soil fertility and by minimizing adverse effects of these foods generated from the chemical fertilizers. Besides, environmental pollution that is created by huge amount of waste can be decreased by using those wastes in the preparation of vermicompost. By this way, faculties, students and community are encouraged to take project in this field and will able to create and transfer of knowledge.

For another instance, it can be stated that on the initiation of research cell another program on creation and transfer of knowledge regarding sapling of sandal tree and its medicinal values has been organized where the invited resource persons discussed the all aspects of sandal tree cultivation and its uses in front of students and local self-help groups.

The more information regarding this has been uploaded as additional information file.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 3

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	2	0	0

File Description	Document
Report of the event	[View Document](#)
List of workshops/seminars during the last 5 years	[View Document](#)

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0.33

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 1

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 3

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 3.41

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
22	19	26	35	7

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

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

Response: 2.34

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

2017-18	2016-17	2015-16	2014-15	2013-14
27	13	13	14	8

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Various wings like NSS, NCC, Research Cell and some departments of Mugberia Gangadhar Mahavidyalaya take initiation on regular basis to arrange and perform extension activities in the neighborhood community in terms of impact and sensitizing students to social issues. This leads to their holistic development.

Students are encouraged to participate in the awareness programmes like hazards created by plastics in the environment and the need for cleanliness in human welfare. As a part of this, the Zoology department of the college has recently made a Waste Management Campaign from the college campus to the nearby locality on 28th August, 2018. The students have been made aware to collect different wastes in three different forms viz. organic waste, dry waste and rejected waste from our college campus and immediate surroundings. College has supplied 3 types 120 litre waste wheelie bins to collect three different wastes. The students were encouraged to penetrate such education among the local people.

The students were involved in cleaning the campus and locality under Swachhta Bharat program along with short type street dramas on the burning social issues. Besides, students are made aware about how to fight back vector borne disease like dengue, chikunguniya etc.

The research cell has organized a UGC-Community Outreach Program on Community interests and needs on 26.08.2017 taking the self help groups of nearby community, students and faculties. The cell tried to show that how we could easily prepare vermicompost from garbages and agricultural waste in home and thereby how we could increase the yield and nutritional value of food by minimizing adverse effects generated from the uses of chemical fertilizers. Besides, environmental pollution that is created by huge amount of waste can be decreased by using those wastes in the preparation of vermicompost.

1. On the initiation of research cell another program on sapling of sandal tree and its medicinal values has been organized where the invited resource persons discussed the aspects of sandal tree cultivation and its uses in front of students, local self-help groups.
2. An arsenic awareness & detection camp in dirking water was organized by NSS units of the college in collaboration with "Sasthya Bhabna Welfare Society, Hoogly". In this camp, more than hundred water samples from the local community had been checked and it is seen that they are below danger level of arsenic.
3. Besides, NSS units of the college arranged awareness camp on food adulteration in a local village during his winter camp on 28 December, 2017.
4. Recently the college has adopted five (05) villages under Unnat Bharat Abhiyan to make people of

those villages aware regarding socio economic issues like health, education, employment etc and to help them to lead healthy lives.

5. Besides, Sports competition among nearby school students, quiz, poster and model competitions are arranged yearly to give the community a healthy culture.

File Description	Document
Any additional information	[View Document]
Link for Additional Information	[View Document]

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 2

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	[View Document]
e-copy of the award letters	[View Document]

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 14

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

2017-18	2016-17	2015-16	2014-15	2013-14
6	4	1	1	2

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 71.8

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1174	2188	1968	1464	1174

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 25

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	7	6	3	0

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 5

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	2	1

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

Infrastructural facilities

The college has augmented its infrastructure and learning resources since the last NAAC visit in 2013. Presently, there are as many as 37 ICT enabled class rooms, 01 Language room, 125 Desktop Computers, 32 Projectors, 19 Laptops, 50 Class Rooms, 8 KVS online UPS--2, 2 Seminar Halls, 15 Laboratories, 02 Students Common Room, 01 Gymnasium, 01 Central Library and Reading Room, 13 Teachers Common Rooms, 01 room for each NCC and NSS. Apart from these, 01 Canteen, 01 Union room and two hostels for both boys and girls are available. For security and 24X7 continuous monitoring the college has as many as 32 CCTV cameras and vending machine installed inside the campus. The College has a ICT enabled Language Lab, 03 buildings with ramp facilities, 1 Playground, 01 cemented Basketball Court, 01 01Firering Range, 01 Beautiful Pond, 01 Cyclestand, 06 Aquagards, 5 water purifires, 01 Vending Machine, 02 On-Grid Solar System, 06 T. Vs. with cable connection, 02 Canteens and sufficient number of toilates in every departments for ladies and gents seperatly. Every department has the display board for Wall Mamazine. Student assistant notice boards are also available in every department.

Not only that, the college has high speed internet facilities across departments and Wi-Fi system for both teachers and students which used throughout the year.. LAN system is available only in the office room.

The other segment of the college such as the Central Library uses SOUL software and runs OPAC system.

Rejuvenating Existing Infrastructure:

Under RUSA and CPE scheme, the college has received grants for development activities. Through these funds, the college has constructed a new science building to commemorate its Golden Jubilee year. Spacious classrooms and well equipped laboratories, Research laboratories, Smart classrooms, Virtual Class rooms with all necessary equipments, teaching aids like short throw projectors, Interactive board, printers and scanners etc.

Dynamic Faculties & Disciplined Systems:

The college has dynamic and committed faculties. Different departments of this college regularly organizes class tests, guardian-student-teacher meetings, aptitude tests, student debates and seminars, feedback systems, exhibitions etc.

Ever-expanding Library Resources: The collge has a central library containing nearly 32000 books and few departmental libraries for easy access by the students. Central library procures national and international journals for all disciplines like Botany, Zoology, Mathematics, Economics, Chemistry,

Commerce, History, Political Science etc. Online library facilities and institutional subscriptions of INFLIBNET are also available.

Departmental Seminar and Workshops: Departmental seminars, memorial lectures, debate, quizzing are arranged regularly. Academic and technical based workshops are being arranged involving specialists in the field from specialised centres to share new techniques and methods of research in different subjects.

A degree in different subjects provides a qualification, widely recognized as an appropriate starting point in various sectors. Teaching and academic work, including employment in schools and with higher education, in colleges & universities are common career options. Students can also opt for government services like WBCS, IAS etc. Please see the facility link in college website.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response:

Since the inception, the college has numerous facilities for smooth organization of curriculum and conduct of standard sports meet; viz. a 200m running track with 6 lanes with the separate arena for throwing and jumping events, Lane Box, Judges Stand, Time Keepers Stand, Finish Pole, Electronic Stop Watches and a Football Ground with the dimension of 72m X 40m, 20 Hurdles, Iron Shot of 8Lbs, 12Lbs and 16Lbs, Javelin for men and women, concreted sector for throws, for Gymnastics Parallel Bar, Roman Ring, Balancing Beam, Uneven Bar, Mats for Floor Exercises, vaulting Horse, Mats For Yoga-Asanas, 12-Station Multigym, Equipments for Ball games like Football, Cricket, Hockey, Basketball, Volleyball, Throwball, Netball, Bowling Machine for Cricket, Wall-Bars fitted with Wall for developmental exercise, Kho-kho Poles, Life Jackets and Lane for Swimming, Weight Training Bars and Dumbbells with two sets of full weight each, Spiking Instrument for Volleyball, Grass Cutter, Nail Picker, Ground Roller, Cemented Cricket Pitch with Roof net, Basketball Cemented Court, Drum Sets, Placards, for conducting formal activities Lazium, Dumbbells, Wands, Hoops, Indian Clubs, Lathi and Mallakhamb, Lawn Tennis and Table Tennis, Badminton and Softball. Apart from that the college has a concreted Basketball court, Portable Badminton Net Set, Hockey Goal Pole Set and a Multipurpose Activity Hall (Gymnasium) with the dimension of 60ft X 40ft with change room facility. A modern scientific Human Performance Assessment Lab, Kinanthropometry Lab, Psychology Lab, Athletic Care & Rehabilitation Lab, Exercise Physiology Lab, a firing range for NCC unit etc. are also available in the college for improvement of firing skill of the cadets.

Art and Culture:

The college has cultural committee. Many teachers and students including Music department are actively take part in the various cultural activities. Resulting a positive environment of Art and Culture in the

college also exists.

Annual culture competition, Annual cultural program, Seminar on Music, observation of College Foundation Day, Rabindra Jayanti, International Yoga Day, International Youth Day, International Language Day, Pre Durga Puja Festival, Raksha Vandhan Festival, Teachers' Day Celebration, International Women's Day, National Sports Day, Independence day. Republic Day, Gandhi Jayanti, and many others are celebrated with colourful cultural activities which nurturing the potential hidden talents of the students.

Facilities: Auditorium(Capacity-300) and seminar hall (Capacity-100).

Musical Instruments: Harmonium – 3 ,   Tabla- 5,   Khol dungi-01, Tanpura -5 (only 2 are electronic), Mandira -1 set, Manacuf –01, Gycsy-01, many books on art and cultural, etc.

Moreover NCC has its own national label cultural activities.

Fire Safety Unit:

Each floor and the surrounding premises of the college is with installation of adequate fire safety

devices, especially in Laboratories.

Other facilities:

A sick room is present in the ground floor.

A sick bed is installed in the sick room for emergency situations.

First aid kit for everyone is present in the office room, sports room, NCC unit and NSS unit for initial management and Stretcher and Perambulator are also available in the Department of Physical Education to rescue the injured individual in the field during participation.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response: 71.15

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 37

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)
any additional information	[View Document](#)
Link for additional information which is optional	[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 97.58

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
149	140	88	48	138

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)
Audited utilization statements	[View Document](#)
Any additional information	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

Library is being automated using Integrated Library Management System. For this purpose customized Library Management software named SOUL 2.0 had been installed in the year of 2012. But, due to lack of upgradation, customization and proper training and for the changing environment we also shifted to automation of library. For this purpose, our Library moves to install new open source software. In the year of 2013, a open source software named inflibnet has been installed. It is totally cloud-based and Version: 17.05.06.000. It is fully automated and 24/7 access to the server with 99.9% uptime assurance. It has 24x7x365 OPAC search facility. It has also the provision of upload and hosting of question papers, thesis etc and image galleries on OPAC.

With the help of this software we are doing our regular library works like Circulation (Barcode based), Cataloguing, Database Search (OPAC), etc. For this purpose we have eight numbers of computers with

internet connection, scanners, printers. Broadband facility for Internet connection is available through BSNL.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

MGMCL have some out of print books in its collection. These books are available for use in library reading room. A list of some of these books is given below in prescribed format.

Sl. No.	Name of the Book	Publisher	Author/Editor	Copy/ Vols.
1	The New Encyclopaedia Britannica	Encyclopaedia Britannica	Philip W. Goetz	33 v.
2	International Encyclopaedia of Social Science	Macmillan	Davis L. Sills	18v
3	Past and Present	University Press	Thomas Carlyle	1
4	Shakespeare and his predecessors	Rupa	Fredrick S Boas	1
5	Banglar Lok Sahitya	Calcutta Book House	Ashutosh Bhattacharya	6 v
6	Bangla Sahityer Katha	University of Calcutta	Sukumar Sen	1
7	Kantakabi Rachanasambhar	Mitra O Ghosh	Rajanikanta Sen	1
8	India : What can it teach us	Munsi Ram Manohar Lal	Max Muller	1
9	The Linguistic Atom	Sanskrit Pustak Bhandar	Gouri Dharmapal	1
10	Types of Philosophy	Charles Scribners	William E. Hocking	1
11	Guide to the philosophy of morals and politics	Victor Gollancz	C.E.M. Joad	1
12	Upanishader Darshan	Sahitya Samsad	Hiranmoy Bandopadhyay	1
13	Problems of Philosophy	Chuckerverty & Chatterjee	G. Watt Cunningham	1

14	Oxford History of India	Oxford University Press	Vincent A. Smith	1	
15	A Nation In Making	Oxford University Press	Surendranath Banerjee	1	
16	A Survey of Indian History	Asia Publishing House	K. M. Panikkar	1	
17	The Modern State	Oxford University Press	R. M. Maciver	1	
18	A History of Political Theory	George G. Harp	George H. Sabine	1	
19	The Revolt in Tibet	Sterling Publishers	Frank Moroes	1	
20	Absolutism and Democracy	Van Nostrand	Hans Kohn	1	

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 3.05

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
4.06	3.56	2.86	3.29	1.46

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 3.02

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 72

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

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. From the year 2011 onwards there has been a significant change in this regard. A year wise report of last five years is placed below:

Year:	Year wise report on IT facility up gradation	
Year : 2013	Installation of BSNL Broadband connections of 2 MBPS with 10 nme.in scheme Installation of SOUL software in Library. Barcode facilities installation for users in central Library Purchase of 4 portable projectors (Make : Sharp) Purchase of Desktops/ Laptop Purchase of Printers/ scanners/ modems etc. Installation of Admission software and account software.	
Year : 2014	Renew and up gradation of exiting SOUL software in Library. Purchase of Desktops/ Laptop Installation of Projectors in class rooms. Purchase of Printers/ scanners/ modems etc.	
Year : 2015	Renew and up gradation of exiting SOUL software in Library. Purchase of 2 portable projectors (Make : Sharp) Purchase of Desktops/ Laptop Purchase of Printers/ scanners/ modems etc.	

Year : 2016	Purchase of Desktops/ Laptop
	Purchase of Printers/ scanners/ modems etc.
	Purchases of 2 portable projectors
Year : 2017	Up gradation of HP Work Station / Server in Library automation
	Renew and up gradation of exiting SOUL software in Library.
	Purchase of 10 portable projectors and 4 DLP projectors.
	Purchase of 20 Desktops and 12 Laptops
	Purchase of Printers/ scanners/ UPS etc.
	Setup of 2 virtual class rooms under financial support of Govt. of West
	Setup of Wi-Fi connection both for students & all members of the colle area under BSNL .
	Installation of CCTV in the college Campus.
Year : 2018	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.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

4.3.2 Student - Computer ratio

Response: 27.85

File Description	Document
Any additional information	[View Document](#)

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: <5 MBPS

File Description	Document
Any additional information	[View Document](#)

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	[View Document](#)
Link to photographs	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 3.14

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

2017-18	2016-17	2015-16	2014-15	2013-14
1.94	1.62	1.54	1.57	11.78

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

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 Parisad 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 maintaince 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 comdemnatiom, the non-functional computers, Laptops, Printers, Scaners, UPSs 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 maintaince 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 recomendation 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 guidence of subject teachers.

- There is a regular maintanance of Stock Register for updating the sports equipment.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 29.97

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

2017-18	2016-17	2015-16	2014-15	2013-14
945	767	712	603	327

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document]
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document]
Any additional information	[View Document]

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 28.51

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
797	835	697	515	339

File Description	Document
Any additional information	[View Document]

5.1.3 Number of capability enhancement and development schemes –

1. **For competitive examinations**
2. **Career counselling**
3. **Soft skill development**
4. **Remedial coaching**
5. **Language lab**
6. **Bridge courses**
7. **Yoga and meditation**
8. **Personal Counselling**

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: C. Any 5 of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document]()
Any additional information	[View Document]()
Link to Institutional website	[View Document]()

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 0.51

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

2017-18	2016-17	2015-16	2014-15	2013-14
8	2	20	26	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document]()
Any additional information	[View Document]()

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 5.26

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
135	150	150	100	50

File Description	Document
Details of the students benifitted by VET	View Document
Any additional information	View Document

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

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 2.44

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
17	20	5	6	10

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 18.58

5.2.2.1 Number of outgoing students progressing to higher education

Response: 81

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 13.91

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	3	3	3

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
22	31	27	21	23

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

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) during the last five years.

Response: 4

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	2	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

Students' Representative (SR) is an indispensible 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 elected / 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 arround the college to upload the dignity of the college in the surroundings. They arranged social, cultural programmes, various competitions like sports, drama, elocutions, 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

Besides the all, he/she ensures discipline in the college campus by encouraging students to obey the rules of the college, and instill environmental consciousness and work towards to maintain a green and clean campus. He/She also creates awareness among students regarding the necessity of making the college a 'Plastic-Free Zone' and stresses the importance of maintaining personal health, hygiene and cleanliness in and outside college.

File Description	Document
Any additional information	[View Document](#)

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 21.2

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
22	21	21	21	21

File Description	Document
Report of the event	[View Document](#)
Number of sports and cultural activities / competitions organised per year	[View Document](#)

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

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 Gangadhar Mahavidyalaya 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. In Golden Jubilee celebration of the college (2-4 December, 2016) most of the members of Alumni Association had participated actively to make the ceremony a grand success. Not only that but on the occasion of this ceremony they proposed to construct a science building for the promotion of scientific research. On this initiation they have contributed 1.53 lakhs for construction of Science Building (Baneswar Maity Bijnan Bhavan) of the college.
2. Sri Mathuranath Tripathy, an Alumnus of 1970s is regularly attaining different programmes like seminars, workshops, cultural programmes, awareness camp, etc. In the month of August 2018, ex-students 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 ex-students always help the NCC & NSS activities like **Blood Donation camp, Youth Day Observation, Aids Day Camp, Special Winter Camp**, etc.
3. Preparation of Prospectus and major press/publication related assignments are done usually by alumni members with the help of other teachers and Principal.
4. 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. Besides these, both the depts. of Nutrition & Physical Education organize annual ex-students meet (Re-union).

File Description	Document
Link for Additional Information	[View Document](#)

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: 1 Lakh - 3 Lakhs

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 10

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	2	2	2

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Any additional information	View Document
Report of the event	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Academic and Administrative Policy:

Academic and 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.

Quality objectives and outcomes:

The College conducts its programs and activities guided by overarching Vision, Mission, Goals, Values and Beliefs statements. The College achieves its quality through integration of teaching and learning, advancement of the knowledge base through research programme, and leadership in service and outreach. By this way, the College shall become a leader in preparing professionals who provide leadership and exemplary educational and related services to improve the lives of individuals in this cyber culture epoch.

The confluent approach of the management, Principal and Faculty develop and implement the quality policy and plans in order to uphold the mission and vision. The Governing Body works in collaboration with the Principal to regulate and maintain an amicable scholastic environment required for this and implements the decisions and policies along with the members of Teaching , Non-Teaching staff and students. Principal personally communicates with staff members to ensure not to encountering any problem in this regard. The IQAC, Teachers' Council and Academic Sub-Committee meet regularly to discuss on further implement.

The policy statements and action plans:

The Governing Body and Principal actively participate in for ensuring that the policy statements and action plans are aligned for attaining the mission of institute, disseminates the vision and mission to all stakeholders and involve them in forming the policy statements. To review the outcomes from the implementation of action plans several meetings are being conducted with functional committees and this makes necessary changes in action plans if required. The management takes review of quality policies and makes amendments in quality policies if required.

Formulation of action plans:

The action plans are formulated in line with quality policy under the leadership of the Principal and the same are incorporated into strategic plans for effective implementation.

Proper support for policy and planning: The Principal of the college interacts with various stakeholders and the student representative to step up continuous planning and development. For this the Principal keeps formal contact with the concerned person of the Higher Education Department, Govt. of West Bengal,

UGC, NCTE, and Vidyasagar University.

Reinforcing the culture of excellence: For the reinforcement of cultural excellence the vision, mission, short term and long term goals, quality policies are kept wide open to all stakeholders for their suggestions through offline/online(College Website). Necessary training is provided to its faculty and supporting staff for their development and motivates the team building and team work to create healthy work culture.The students of the department of physical education annually participate the WBCIPE Cultural Exchange Meetalong with other institutes of West Bengal offering physical education teachers' training course. In the International Seminar of Physical Education 2018 a group of students attended with Indo-Bangladesh cultural moto which motivited our students.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

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. Building sub-committee, Academic sub-committee, B.P.Ed & M.P.Ed sub-committee, Vocational Courses sub-committee, Library sub-committee, Purchase committee, Finance committee, Development committee, Tender sub-committee, Electric sub-committee, Computer sub-committee, Provident-fund sub-committee, Examination sub-committee, Internal Complaints committee, Students redressal cell, Sexual Harassment Redressal Cell, Research Cell, Womens Cell, Environment Cell and many others are part and parcel of the participative management mechanism.Most of the subcommittees are constituted with the representatives of the students except finance related and examination related subcommittees. 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 , non-teaching employees and students of the college takes important role. Moreover, IQAC plays an important role in the management. 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 is the backbone of 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.

Appart from tha,t in the department of physical education the students actively take part in the theory and practical instruction, teaching practice, project and internship programmes. During the purchase of

uniform, educational tour and celebration of events the students representatives take a prime role.

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 has been done in the financial year '17-'18. 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.

File Description	Document
Any additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

The strategic plan and deployment documents are available in the institution regarding admission, financial management, academic and administrative works etc.

Strategy-1: Digitalize students record and Online Admission (OA) procedure are documented.

Action Plan:

- Identification of the requirements for the academic session.
- Selection of suitable online admission system provider through web tendering process.
- Implementation of the system and optimize its efficiency through real-time monitoring.

Process & Outcome of Implementation: The College has started its Online Admission (OA) system for 1st year students from the academic year 2014-2015, and it was open after the publication of 10+2 results (WBCHSE). Admission into B. P. Ed. and M. P. Ed. courses is also through Online Admission Procedure.

The College has a separate Online Admission Committee to look after all the matters related to OA.

Following the norms of Vidyasagar University regarding subject combinations and cut off marks, Academic Sub Committee in advance fixed prerequisite eligibility for OA.

After conducting the Online Admissions, feedback is shared to the vendor for improving / optimizing the system for future use.

The implemented Online Admission system ensures ready availability of data, vacancy of seats, college regulations etc. to the prospective candidates. Greater clarity regarding the ongoing admission is ensured, as students are able to check the readily available data at leisure in their home.

There is a help desk for Prospective candidates, who are not computer literate, or face technical issues during the college hours.

Strategy-2: Online Financial Management System

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.

Action Plan:

- Selection of online Data operators for each system.
- Financial Sub-committee along with accountant and Bursar regularize the action
- Meeting of Purchase sub - committee and Tender sub-committee for any purchase.
- Maintenance of audit system for every financial year by the auditor appointed by the Accounts Section of the DPI.
- The previous years question papers of M. P. Ed. are available in the ollege website as PDF.

Process &Outcome of Implementation:

All these actions monitored by the principal after discussion with the teacher's council followed by the approval of the Governing Body. This system runs with efficacy and transparency and is reflected from the audit report given by the external auditor appointed by the Accounts Section of the DPI.

Strategy-3: Implementation of **curriculum** system,

Just before the session, **Principal** meets with the departmental committee, academic sub- committee, Library committee and teachers' council about curriculum. The minutes coming from those meetings are placed before governing body for final approval. The B. P. Ed and M. P. Ed. curriculam is available in the college website.

Strategy-4: Strategic plan for administrative works

All administrative works like infrastructure development, academic up-gradation, Appointment of teaching and non teaching staffs, promotion through CAS, etc are done as per direction of GB.

Plan: Formation of GB for every four year as per rules and regulations of Higher Education dept., Govt. of West Bengal.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)
Strategic Plan and deployment documents on the website	[View Document](#)

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The Governing Body of the college works in close cooperation with the Principal to regulate and maintain a congenial and academic environment throughout the year. The Principal as the Head of the Institution along with the members of Teaching and Non-Teaching staff implements the decisions and policies of the management.

In the context of the college administration, the Governing Body takes the leadership role in decision making process. The Governing body of the college consists of

1. President

2. Principal (Secretary)

3. Govt. Nominee-02

4. University Nominee -02

5. Teachers' Representative-04

6. Non- teaching Staff Representative- 02

7. Students' Representative-01

 Principal executes any academic and administrative plans and policies with the help of 31 sub-committees, viz.

    1. IQAC Cell
    2. NAAC Committee
    3. RUSA committee
    4. Building Committee
    5. Planning & Development Sub-Committee
    6. Finance sub-committee
    7. Purchase sub-committee
    8. Academic Sub-Committee

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

The students representatives are member in most of the subcommittees except finance related and examination related subcommittes.

The Principal of the College is the head of the institute. Teachers Council along with different sub-committees gives suggestion to the Principal on all academic matters including the maintenance of discipline. The IQAC and Research Cell frequently visit all departments and discuss the issues related to college development, Academics, administration, appointment and infrastructural needs. The Principal and staff provides information and suggestions regarding academic and infrastructural development with the Governing Body in its meeting. The resolution of the meeting communicates to the teaching and non-teaching staffs through the principal. Faculty members conduct various development activities, seminars, workshops, industrial visits for the direct development of the students, and report for the same is submitted to the principal and head of the department. College has grievance redressal mechanism for the staff members. Sexual Harassment Cell and Women Cell are very active inside the college. They regularly

organize seminars and workshops for general awareness. All the procedures, rules and regulations related to recruitment, promotional policies as well as grievance redressal mechanism are well defined and are maintained at the College office and IQAC office. During the purchase of uniform for the students of B. P. Ed. and M. P. Ed. the student prefects take active part for selection of quality and price of the bidders. The prefects of different subcommittees are also responsible for normal functioning of the same, the mentors provokes them for dutyfulness.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

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

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: C. Any 3 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP Document	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document
Any additional information	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Response : The college depends upon the decisions taken in the meeting of the various bodies. In general practice, the coordinator of a particular cell/committee and the Principal of the college note down all the tasks that are important and place before the committee meeting. After discussions on various parameters a note of who is assigned to do what, and by when is taken into considerations. At the close of the meeting a descriptive resolution comes up with summary of the job and the next steps. Usually the copy of the resolutions is sent to all members for their ready reference.

One Example:

Construction of New Science Building under RUSA grants.

Bodies/Cell/Committees involved

1. IQAC
2. Governing Body
3. Finance Committee
4. Tender Committee

Step 1- IQAC proposed for construction of a new science building inside college premises and it was placed before GB through Principal on 26.06.2015

Step 2- Building committee accepted the proposal and plan estimate in its meeting dated 27.06.2015

Step 3- The Principal after successful completion and verification of all the initial process like, location of the construction site and others, consulted with the Executive Engineer (PWD), Purba Medinipur Zilla Parishad and asked for vetting of rates for proposed two storied science building on 26.02.2015.

Step 4- E-Tender was prepared according to the norms of the government and was placed in the website: www.wbtenders.gov.in on 05.11.2015, besides this, paper advertisements were also placed in Telegraph and Pratidin Patrika and were published on 07.11.2015.

Step 5- Technical Bid was opened in the meeting of the Tender Sub-Committee on 17.12.2018 and it was followed by another meeting dated 21.12.2018 where the financial bid was opened as well as selection of 1st lowest bidder was selected among all the bidders who applied for the proposed work.

Step 6- 1st lowest bidder who was selected by the tender sub-committee was given the work order on 08.11.2015.

Step 7- The construction work was initiated in due time and was completed on 13.02.2017. After successful completion of the work, a meeting of the building committee was held on 13.02.2018 to discuss the overall work done. The resolution of the meeting was passed in the GB meeting which was convened on 17.02.2018 where the GB approved & certifies the work.

Step 8- All payments were made through PFMS system under the monitoring of the West Bengal Government.

Step 9- All the documents were kept in the files for future reference.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The institution has various effective welfare measures for teaching and non-teaching staff, some of them are

Extramural Welfare Schemes

1. Convenient loan with minimum interest from the college co-operative for Teaching, non-teaching, Librarian members.

2. Festival advance for non teaching staff.

3. Ex-gratia for non teaching contractual staff.

4. Advance without interest for contractual non teaching staff.

5. Advance without interest for part time teachers and contractual whole time teachers.

6. Loan without interest from provident fund for permanent employees.

7. Advance salary for new whole time employees before pay fixation.

8. Free accommodation to the contractual teachers in Hostel

11. Welfare measures at the time farewell ceremony of the employees.

12. Free shelter at the time of flood or any type of natural disasters for local employees

13. Appointing the wards of immature death of employees

14. Usage of college library is open for the wards of employees for Higher studies

 Intramural Welfare Schemes

1. Canteen
2. Guest rooms
3. Drinking water
4. Fire extinguishers
5. First aid facilities like free health checkup (Blood Pressure, Body Mass Index, etc) of the employees
6. Latrines and Urinals separately for male and female
7. Sufficient lighting
8. Recreation facilities like employees get together is held once in a year
9. Rest room for differently abled employees
10. Ramp facilities in every building for differently abled employees
11. Sufficient computers with high speed internet and Wi-Fi facilities
12. AC facilities in Principal Chamber, Office, Research Laboratory rooms, Auditorium hall etc
13. Free usage of Gymnasium for physical and mental fitness.
14. Refreshment facilities like TV with cable connection, refrigerators, carom board, musical instruments, high quality sound system etc.
15. Safe locker for individual employee
16. Installation of Vending machine for women machine

File Description	Document
Any additional information	[View Document]()

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	[View Document]()

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 2.4

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	2	1	1	2

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	[View Document]()
Any additional information	[View Document]()

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 20.01

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	1	6	7	9

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	[View Document]()
IQAC report summary	[View Document]()
Details of teachers attending professional development programs during the last five years	[View Document]()
Any additional information	[View Document]()

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The institution maintains effective Performance Appraisal System for both teaching and non teaching staffs to bring pace in academic, administrative and benefits of the employees. For this the college introduced the following measures

Performance Appraisal cum Attendance registers:

Teachers are to note down daily performance records in this register along with giving attendance. The Principal as an authority monitors the same on day by day basis. Besides this,

Submission of records/certificates to the Principal and co-ordinator of IQAC regarding

1. Teaching, learning and evaluation related activities such as class records (allotted & taken), uses of ICT in teaching learning, exam duty, evaluation of answer script, etc
2. Co-curricular, extension and professional development related activities like NSS activity, NCC activity, functions of various sub-committees, refresher course, orientation course, etc.
3. Research and academic contributions like paper publication, book publication, chapter publication, seminar & workshop attendance, project, etc.

1. Students evaluation on performance of teaching and non-teaching staff through Feedback system
2. College conveys and collects the academic performance report from teachers given by university after completion of every academic year.

Moreover, college takes necessary measures during promotion of teachers under CAS by forming screening or selection committee as per UGC regulations 2010 (and the two amendments thereafter).

File Description	Document
Any additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

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 2016-17 from the inception of the college. The process of auditing of 2017-18 is in progress. 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.

File Description	Document
Any additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 10.83

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.95	7.932	0.25	0.70	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

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.

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. The Human resources are also properly used to maintain smooth functionality of the college. Each and every employee of the college is essential for proper resource management and they do so to maintain optimal utilization of its resources.

6.5 Internal Quality Assurance System

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

Response:

The Internal Quality Assurance Cell (IQAC), an autonomous body of the college, was established on 20/09/2007 as per the guidelines of the UGC for conscious, consistent and catalytic improvement in the performance of the institution. The institution understands that the IQAC must develop quality measuring mechanisms in all academic and administrative spheres and make valid and practical suggestions for improvement and efficiency including the career advancement of teachers and the general functions and operations of the institution.

The following activities by IQAC during 2013-18:

1. IQAC has contributed in institutionalizing quality assurance strategies and processes.
2. IQAC suggests for introducing new subjects, CPE application, Seminar and Minor / Major Project proposal to the various funding agencies.
3. The IQAC received the Sanction letter for grant of Rs 1 lakh for conducting two day National Seminar form NAAC on ICT. (NAAC/Seminar/SS_DIR/2018) Dated 01.10.2018.
4. IQAC prepared AQAR and duly submitted.
5. The Cell monitors to prepare the SSR for NAAC.
6. As per planning of the IQAC, Geography Department has implemented Green Audit in the college.
7. Stakeholder's feedback, Students feedbacks are stored in the college under the observation of IQAC

The two examples of practices institutionalized as a result of IQAC initiatives are (a) Strengthen Research Culture in the Institution (b) Curriculum Enrichment in the Institution which are given below

Strengthen Research Culture in the Institution:

IQAC encourages and motivates Teachers and Students to actively participate in research activities. The practices are:

- UGC & University Circulars pertaining to research are displayed on the Notice Board and WhatsApp group.
- With the help of the RUSA,CPE & State Govt. Grants, efforts have been made to develop research infrastructure.
- Availability of Internet and latest technological facilities are ensured for carrying out research work
- All faculty members and students have been received unique user ID and password from Central Library for accessing **NLIST under INFLINET.**
- 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.

Curriculum Enrichment in the Institution:

For development of students, as per suggestion of IQAC, the college introduced PG, UG, B. Voc, Diploma and Certificate courses, three value added courses and Job related Diploma Course during the academic sessions 2013-2018. The following courses according to their interest have been introduced.

M.P.Ed course from 2014-15.

Two UGC sponsored Six month certificate courses in Yoga Therapy and Business Management from 2014-15.

UGC sponsored Foundation course under the scheme of Human Right Education since 2014-15.

UGC Sponsored Diploma course in Tourism and Hotel Management since 2015-16.

M.Sc in Mathematics and B.Sc (Hon.) in Zoology from 2017-18.

M.A in Bengali from 2018-19.

Six month certificate course in Vermi compost from 2018-19.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

The IQAC of the college was established on 20th September, 2007 according to the norms framed by the UGC. The IQAC, as an autonomous body of the college performed the following methodologies to espouse the academic progress in the college.

1. The cell monitors teaching, research and various departmental activities throughout the year to ensure academic performance of various departments.
2. Yearly progress has been documented by the IQAC, through this activity it has been easier to point out progress and drawbacks of the concern department.
3. The research articles that have been published in different national and international journals by the faculties are kept for future reference and class room teaching. Special felicitation programs are organized to congratulate those teachers to encourage better work in the future. This felicitation inspires other teachers to do research work. For instances more than 50 research papers were published in UGC listed journals, many Projects have been completed during the tenure.
4. The proceedings of the seminars are published under the assistance of the IQAC; many of the published Proceedings volumes/Edited books/Authored books have been deposited to many libraries under the help of IQAC. Apart from this, two departmental journals were published with ISSN and are available in the library depository for reference in class room teaching.
5. The IQAC Cell strengthened library through Library automation. It also recommended the library committee to renew Institutional membership of INFLIBNET and with this; the college is now authorized to download thousands of e- journals and e-books through INFLIBNET E-Resources. For individual access, the college has supplied individual id and password to all the teachers.
6. The IQAC framed a well structured Feedback system for the students and Parents. The reports are scrutinized thoroughly and it was placed before the GB for immediate solution. The feedbacks are cross checked in the meeting and steps are taken accordingly.
7. The IQAC helps to organize various National and International Seminars/Conferences/Workshops in the college. It also took initiatives to publish departmental wall magazines regularly, disseminating quiz competition, elocutions, and essay writing with the help of the Students Union to grow interests among the students to participate various activities of the college.
8. The University results are discussed in the academic committee meeting and the resolutions of the meeting are placed in the IQAC. IQAC kept all the details and helps the authority with valuable suggestions.
9. The college has started modifying its class room teaching with the help of technological aids. Before that, the teachers used to take classes with the Chalk and Blackboards only. The IQAC has taken initiatives and made mandatory to all the faculties that they should take classes with the help of these aids not only for the students' interests but for their own experience as well.

File Description	Document
Link for Additional Information	[View Document](#)

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 4

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	4	2	2	4

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
e-copies of the accreditations and certifications	[View Document](#)
Details of Quality assurance initiatives of the institution	[View Document](#)
Any additional information	[View Document](#)
Annual reports of institution	[View Document](#)

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

Incremental improvements made during last five years are given below:

Academic Year 2017-till date:

- The CBCS with semester programms were introduced in Arts/ Science/ Commerce Streams of the UG Programs.
- M. A. in Bengali, B. Voc in Food Processing and Tourism & Hotel Management has been introduced from this academic session.
- Certificate course on Vermi Compost has been introduced from this academic session.
- The IQAC has checked and certified the API scores of Seven faculty members for their CAS and they got their promotion.
- One of the important areas that we entered in the last academic year was **SWAYAM.**
- M.Sc in Mathematics and B.Sc (Hon.) in Zoology has been introduced from this academic session.
- Registered **I-MADE** , Govt. of India.
- ICT (laptops & Projectors) and YouTube assisted learning are being practiced.
- *Registation for Unnat Bharat Abhiyam*

- Feedback collected from students regarding Teaching-Learning process, Internal Evaluation System, Learning Resources, Infrastructure &Basic facilities of the college. After analysis of the feedback necessary steps are taken for improvement.
- Installation of CCTV for 24X7 survillance.
- The college has joined NIRF.
- A New Science Building has been constructed under the financial help from RUSA.
- Organized three International seminars in the last academic year.
- Shortlisted for Presentation of the "**Task Force under the Star College Scheme"** on 27 November 2018
- Section Rs. one lakh to a national seminar on **ICT based Teaching process by NAAC Dated 1 october 2018.**
-

Academic Year 2016-17:

- Online Admission process is maintained to ensure transparency in the admission process.
- Use of Library database search through OPEC& WEBOPAC.
- Use of PFMS in use for disbursement of RUSA fund.
- Use of HRMS / IFMS portal of Govt. of West Bengal is implemented and in use for Salary processing.
- College has received CPE award from the UGC in this academic session.
- Organized many national seminars in this academic year.

Academic Year 2015-16:

- Use of HRMS / IFMS portal of Govt. of West Bengal is implemented and in use for Salary processing.
- Switching from one year to two years of academic session of B.P.Ed course as per direction of NCTE.
- A UGC Sponsored Diploma Course in Tourism and Hotel Management was introduced in this academic year.
- Organized many national seminars in this academic year.

Academic Year 2014-15:

- M.P.Ed in Physical Education was introduced in this academic session.
- The UGC Sponsored Yoga Therapy and Business Management courses was introduced in this session.
- Admission of the students were done completely on the basis of merit;
- Encourage students to present papers in Departmental Seminars & participate in Departmental Quiz.
- Library database search is in process through OPEC& WEBOPAC with importance in INFLINET facility.
- HRMS / IFMS portal of Govt. of West Bengal is implemented and in use for Salary processing from this academic session.
- Organized many national seminars in this academic year.

Academic Year 2013-14:

NAAC accreditation had been done with CGPA 2.62 in this academic session

B.Sc (Hon.) in Nutrition had been introduced from this academic session.

Organized many national seminars in this academic year.

File Description	Document
Any additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 14

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	4	3	1

File Description	Document
Report of the event	[View Document](#)
List of gender equity promotion programs organized by the institution	[View Document](#)

7.1.2

> **1. Institution shows gender sensitivity in providing facilities such as:**
> > **1. Safety and Security**
> > **2. Counselling**
> > **3. Common Room**

Response:

Safety and Security

Mugberia Gangadhar Mahavidyalaya is highly sensitive towards **safety and security** of its students and employees as well as provides strong support towards gender sensitivity. The campus is surrounded by brick wall and the main gate is secured with Guards. There is intercom facility interconnected with all dept including gatekeeper at the college entrance. The guards are of two types, day guard and night guard, whose main tasks are to ensure internal security, look after students grievances etc. The students are to show their identity cards to the gate keeper in order to enter into the college premises. The non-collegiate or the guests are allowed to enter only after proper verification from the concerned authority. Besides these, Boys and Girls hostels are completely secured under the effeciancy of the superintendent. Moreover the college is completely secured under 24X7 CCTV surveillance systems and this has strengthened the internal security system.

Establishment of Women Cell

Every student is valuable to us who enters into the college for his/her graduation or Masters. To help the girl students of the college, the institution has formed *women cell* consisting of three teaching staff, two non teaching staff, one GB member, two girl students. All the members are very much cooperative towards girls' students for their safety and security. The cell takes immediate action if any kinds of troubles or unhealthy situations occurred inside the college campus.

Organization of awareness programs / seminars

For awareness and social commitment, the institute used to organize seminars and workshops on various aspects of gender related issues. To mention a few, the college has organized a national seminar on **"Women Empowerment: a Challenge in the 21st Century"** on 1st March 2017. Renowned speakers including the DM of the District participated in the seminar and spoke about her childhood stories and harked back into her childhood period and spoke about how she manages to achieve the desire goal in her life.

Counseling:

The counseling is carried out during the admission process. A student after passing 10+2 exam enters into the college with their guardians, but they are not so sure about which subject they should opt for. To clear the confusion and proper guidance the teachers acts as the counselor. Besides these the institute has formed students mentoring system to address students' related issues irrespective of gender. The mentoring process is dovetailed with activities of other cell.

Carrier Counseling

There is Carrier Counseling Cell operating in the college since before.The main objective of the cell is to nurture the efficacy of the students towards better job. The Counselor usually taught the students about various jobs opportunity and how to apply and what is the outcome etc.

Common Room:

The institution has two separate common rooms for boys and girls students and fully equipped with modern toilets, TVs, Sports equipments, vending machines and others. Members of the students union and teachers of the college are in-charge of the common rooms.

File Description	Document
Any additional information	[View Document]()

7.1.3 Alternate Energy initiatives such as:

    1.**Percentage of annual power requirement of the Institution met by the renewable energy sources**

Response: 6.09

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 3500

7.1.3.2 Total annual power requirement (in KWH)

Response: 57447

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 33.33

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 6500

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 19500

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

Response:

Since the college is situated under Panchayat sector, so waste management of surrounding college area is primarily conducted by the local gram Panchayat. In 2017 the college had extended a MoU with Contai Municipality to work on the large volume of waste generated within the campus from time to time. In November 2017 the college NCC and NSS units organized a workshop on waste management for the students and the non-teaching staff in collaboration with Block Development Office, Bhagwanpur 2. The college has already organized a National seminar on "Environmental Hazards and Waste Management,

Org. by Dept. of Zoology, Dated 28th August 2018".

Solid waste management: The huge heaps of solid waste are primarily reserved in maximum number of dustbin (**Use me**) in the college campus and then with the help of Contai Municipality, these are picked up from time to time. Regular solid wastes i.e. papers, dry leaves etc are burned every morning.

Liquid waste management: The liquid wastes generated from the laboratory of Chemistry, Zoology, Physiology, Nutrition departments are disposed off through proper channel by dissolving them in water.

E- Waste management: E-waste corner has been set up inside the college campus with the support of Contai Municipality where the college e- wastes are collected from time to time. Awareness is generated among the students, teachers and the non-teaching staff to dump their personal e-waste into the bin.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Response:

Rain water harvesting structures and utilization in the campus

At present there is no provision for rainwater harvesting in the college , though this is included in the future plans of the college. There are some infrastructural constrains in implementing this project . There is a huge space crunch and a solar plant has been already installed occupying a significant terrace space so identification of proper space for installing rainwater harvesting system is under active consideration of the college management.

7.1.7 Green Practices
• **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
• **Plastic-free campus**
• **Paperless office**
• **Green landscaping with trees and plants**

Response:

Green Practices

Student, staff using

The college has been identified by the NAAC Peer team in its first cycle as "Clean and Green Campus" therefore environmental management inside the campus is treated as pivotal in terms of ambience and application. In order to keep the college premises environmentally strong and sustainable, the institution had initiated various steps that enhance the protection of nature inside the college.

Bicycles: The College is situated in a rural backdrop, therefore the students usually travel with his/her bicycles, and college provides a separate corner for parking.

Public Transport: Most of the students, teachers and non-teaching staffs avail public transport for commuting through and fro the college. Since the college is located in a rural area, we have enough parking spaces. It is very satisfactory.

Pedestrian Friendly Roads: The College is surrounded by wide pedestrian pavements all around. Inside the college wide walking track and ramp is available.

Plastic free campus: The College is gearing up to declare it a Plastic Free campus, because it has immense possibilities to be called so. It has mentality, spaces and work possibilities to be counted as one of the best out of other campuses in the districts. The college has already introduced Waste management systems under which plastics are banned inside the college.

Paperless office: The office staffs have been provided with adequate computers and commendable part of the official records are maintained through soft copies.

Green landscaping with trees and plants: The college has a lush green ground surrounded by greeneries all around. The garden has tall flowering and fruit bearing plants interlaced by bushy flowering plants. The winter season is cherished by growing vibrant seasonal flowers and the premises become a feast for eyes. A separate corner has been identified in the garden where medicinal plants are grown. Essential medicinal plants like Neem, Alovera, Tulsi etc. are carefully planted here and students are encouraged to continue such practices i.e. plant trees in their locality.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.32

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.40	0.20	0.13	0.23	0.79

File Description	Document
Green audit report	[View Document](#)
Details of expenditure on green initiatives and waste management during the last five years	[View Document](#)
Any additional information	[View Document](#)

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: A. 7 and more of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document](#)
Any additional information	[View Document](#)
link to photos and videos of facilities for Divyangjan	[View Document](#)

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 25

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	5	5	5

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	[View Document](#)

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 25

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	5	5	5

File Description	Document
Report of the event	[View Document](#)
Any additional information	[View Document](#)

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

29-10-2018 01:59:52

File Description	Document
Any additional information	[View Document](#)
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document](#)

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	[View Document](#)

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)
Any additional information	[View Document](#)

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	[View Document](#)
Provide link to Courses on Human Values and professional ethics on Institutional website	[View Document](#)

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	[View Document](#)

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 71

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
16	15	15	15	10

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)
Any additional information	[View Document](#)

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Response:

The college in its initiation prepares a calendar in every academic session to organize various national festivals and also to celebrate birth/ death anniversaries of the great Indian personalities and as per the scheduled dates of the above said calendar the following ceremonies are organized by means of delivering speech, songs, dramas, quiz contest, model completions, exhibition, memorial lecture, road show, awareness camp, etc:

National Festivals:

1. Republic Day : 26th January of every year
2. International Mother tongue Day: 21 February of every year
3. Festival of Colours / Spring Festival , March of every Year
4. Independence Day: 15th August of every year
5. Teacher Day : 5th September of Every Year
6. Saraswati Puja of Every Year
7. Sarad Utsav : Durga Puja of every year

Observation of National / International Days:

1. National Youth Day : 12 January of Every Year
2. National Science Day : 28th February of every year
3. International Women Day : 08th March of every year
4. International Yoga Day : 21 June of every year
5. National Music Day : 21 June of every year
6. Remembering Major Dhyan Chand on National Sport Day: 29th August of every year
7. National Service Day: 24th Sept. of every year
8. World Philosophy day : 15 November of Every Year
9. Global World AIDS Day: 1st December of every year
10. National Mathematics Day: 22 December Day

Birth / Death Anniversaries:

1. Birth Anniversary of Rabindra nath Tagore : 8th / 9th May of Every Year
2. Birth Anniversary of Swami Vivekananda (National Youth Day) : 12 January of Every Year
3. Birth Anniversary of   Mahatma Gandhi : 2nd   October of Every Year
4. Birth Anniversary of Netaji Subhas Chandra Bose : 23 January of Every year

Calibration of 150 th Birth Anniversary:

1. Calibration of 150 th Birth Anniversary of Bhagini Nivedita
2. Calibration of 150 th Birth Anniversary of Rabindra nath Tagore

File Description	Document
Any additional information	[View Document](#)

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

All the financial, academic, administrative and auxiliary processes in the college are undertaken in a manner that permits rigorous scrutiny from any branch of the society. Financial undertakings are done through e-tender mechanism which allows for completely open transactions. Admission is an online process which is strictly on the basis of merit in accordance with the government reservation policies. Results of examinations are regularly posted on the college notice board and corrected answer scripts are shown to students for any clarification. Recruitment of full time teachers fall under the purview of College Service Commission (An auxiliary body of State Government). Appointment of GB approved full time teachers, part-time and Guest lecturers are done obeying UGC norms. Appointment of non-teaching staff are done by college authority as per West Bengal Govt. rule. Important notices regarding college are regularly posted in the college website to ensure complete transparency in all its functionings. Student union election is performed smoothly as per Govt. rule. The college submits Utilization Certificate along with audit report of sectional UGC grant regularly to the office of the UGC. Casher, accountant, Bursar

and the principal positively perform their duties jointly to maintain complete financial **transparency** in the college.

File Description	Document
Any additional information	[View Document](#)

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

BEST PRACTICE I

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.

1. **The Context**

But unfortunately there is neither modern library near the college, nor any reputed research centers or laboratories.

1. **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 programme to felicitate 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.

1. **Evidence of Success**

As a continuous research work 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 these types to good successes and also helped to achieve **CPE status** under UGC.

Paper publication from UGC list Journals	109	
Book Publication	21	
Chapters with ISBN	54	
Paper presented in India(Int. Conference)	12	
Paper presented in aboard (Int. Conference)	08	
Paper presented (National Conf.)	50	
Journal Published	02	
Seminar Organized	27	
Project Completed	19	
Invited Speakers	04	
Faculty acting as Co-Guide	03	
Faculty acting as paper reviewer	05	
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	

1. **Problems Encountered and Resources Required**

- Vacant Teaching Post
- Dearth of Financial Support
- Digital Modern aspects

BEST PRACTICE II

Title of the Practice: Students' Aid & Motivation

1. **Objectives of the Practice**

This is an Aid & motivation of the students to obtain their best possible performance. The college is situated in a rural agriculture based economy area. Most of the students come from the families depend on agriculture only and they are financially backward. Students coming from these families face the financial constraints to complete their college education with a goal or view to help and motivate these students the college introduces and provides a general tuition fee concession and students 'financial aid to the students coming from "Below poverty level" and other financially backward community. The college also provides full free studentship to the students getting highest marks in each discipline. Rewards and prizes are also given away for the good academic performances and performance in annual cultural and sports-games competition to enfold their inherent possibilities.

1. The Context

 In order to provide such financial assistance and motivational rewards and prizes, the college is to spend a lot from its limited revenue collected from students. There are also a lot of problems to choose the beneficiaries of assistances and rewards among the huge numbers of poor students coming from "Below poverty level" community. Although the college is trying its best to continue these practices effectively to motivate and help the students to get their best possible results.

1. The Practice

Students are rewarded with prizes (Specially valuable books required for their higher studies) for standing in the position of 1st , 2nd and 3rd in each year for honours and general courses. The prizes are given away to the students in annual cultural function of the college by the distinguished personality of

academics. Tuition fee concession and financial help from students aid fund are being provided to the poor and meritorious students in each year. Besides these supports, Teachers Council of the college and west Bengal college and university teachers' association, Mugberia college unit are also extending the hands of help and co-operation to the poor and meritorious students of the college.

1. Certificate course in communicative English
2. Departmental Wall magazine publication facilities
3. Exhibition, quiz competition, poster, model presentation, departmental seminar organization
4. JAM and GATE, NET related tutorial classes
5. Wi-Fi facilities
6. Departmental library
7. Indoor and outdoor game facilities
8. Memorial / interactive lecture classes
9. Participation facilities in NCC and NSS
10. Facilities to attain sports meet organized by the local clubs or schools as official.

11.

Evidence of Success

Most of the benefited students coming from the backwards community have been performing better through these practices. Most of the cases, they have been performing better than that of their higher secondary examination. These can be evidenced through the perusal of the result in each year / part of university examination.

1. Problems Encountered and Resources Required

The college has been facing problems encountered by the paucity of funds to continue these practices. The college is situated in rural financially backward area, so the students' strength is not so large that the college can manage the fund for rendering the assistance and rewards to the students from the tuition frees and other frees collected from general students. Only the Gov. (state /central), UGC may provide special grants to finance such practices in the college to make the practices more effective in different plan periods.

BEST PRACTICE III

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.

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Link for Additional Information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Response:

Through careful planning and management, the institution tries to perform such activities that focuses skill based studies for future necessity of our society. The utmost importance is given to provide the best education to the students that will help them to be wise in their subject and will make them confident enough to prove themselves competent to find job in the competitive field of employment world. Through

several institutional practices, Mugberia Gangadhar Mahavidyalaya 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. 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.

As we know the college is located near to the popular tourist spots of the state, developed in the beaches of Bay of Bengal like Digha, Sankarpur, Mandarmoni, Tajpur, Talsari etc. At present 1200 hotels are running in these areas. Now the hotel owners are not getting sufficient trained person to run their hotels. Due to tourist spots nearby towns and cities there is a huge demand of processed packaged food and beverages. As a result several food processing industries are also opened. Surrounding these attracting tourist places and beaches, hotel industry is flourishing very rapidly to meet the lodging and food demand of the travelers. In this circumstance, we want to introduce the Advance Diploma courses in Tourism and Hotel Management.

In the year 2015 July, we open community college model sponsored by UGC, Govt. of India.UGC also helped us by providing Rs.71.96 Lakes in the year 2015-2016. The idea of establishing such college to make relationship between the community and the job market. It offers a flexible and open education system. It also makes lifelong learning to get a job in various sectors as per needs.

Vision, priority and thrust:

Our actual vision of this course is truly related to the basic needs of students. Especially for those who are not able to learning higher education of various reason. We want to make their education and to integrate relevant skills into the higher education system. We provide employable and certifiable skill with theory and practical skilled base education. Our visions to create such kind of priority which are given bellow.

- To provide skill based education to students currently pursuing higher education but actually interested in entering the work face at the earliest opportunity.
- 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.
- Our vision is not only making the students career but also to serve the Tourism and Hotel industry in sprit of service.

It is the only college in the vast area of Bhagawanpur-II Block (Purba-Medinipur). So many students did not get chance to study the general subjects. Whereas, now a day's some students are not also happy to study the general subjects as well due to lack of sufficient job opportunity. 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. So, Tourism and Hotel Management course is very nicely drafted by encompassing the theoretical aspects which one learns in college and the practical work experience the students gain while doing Industrial Training.

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5. CONCLUSION

Additional Information :

In the previous accreditation phase it was recommended by the NAAC Peer team to open some add-on courses like Tailoring & Fashion Designing, Diploma in Rural Agriculture, Agri Business, Entrepreneurship, Military Science, Rural Marketing, Insurance and Banking, Disaster Management, PG in M.P.Ed, M.Com, Bengali and Political Science. In respect to those recommendations and demand of the locality we are able to open PG in Physical education (MPEd), Bengali, Mathematics, UG course in Zoology (Hons.), Diploma in Tourism & Hotel Management and B. Voc programme in Food Processing & Tourism and Hotel Managwmwnt. But, we are unable to introduce the remaining programme in stipulated time.

However we are soft hearted village people –the great lovers of education. The college is situated in a very rich cultural region. The college was founded on donation collected from the local people. The students are disciplined and obedient. They have the bright potentialities and they have easy access to their Teachers for regular studies. The Teachers are very careful and dutiful. Teachers, Non-teaching staff, Librarian and Students work untidily to make it a citadel of learning. Academic and co- curricular activities for over six decades (1964-2018) have won laurels for the college and it has attained excellence not only in education but also in games and sports too. Such as in the year 2016, **the UGC has facilitated the college with CPE status.** Also many students of the college got gold medal, medal and cup in the field of education & sports.

Concluding Remarks :

The college has great potential to growth and it could be achieved through substantial achievement in the overall functionality of the college. To get the maximum result in the entire academic programmes offered by the college it needs some immediate changes in programmes, information and attitudes. In many important fields of study research has not kept pace with expanding demand. However we are trying our level best to bring out research journals in both science and arts to counter such situation.

Today's higher education has entered into a new era, and has taken a sharp shift from elitist hegemony to common man's right to knowledge and expands multiple direction to employment oriented education. Hence, such radical shift in the field of higher education infiltrated into our ideas and dreams, in our acts, aims and positive thinking and makes us efficient with the modern trends coupled with what we have in our beloved institution. Untiring efforts, acceptability and a set of ideas for achieving excellence, we had made in-road towards the same long before. Such emancipation help us to set a goal along with a view to achieve perfect "Man-Making" mission for transformation of Biological Man to a Man of Devine and co-ordination of the four components – learners, faculty, staff members and other Stakeholders. Thus, this rural institution has taken the challenge to serve the community by promoting advancement of knowledge and making them social-worthy.