



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

Part A	
<b>Data of the Institution</b>	
<b>1. Name of the Institution</b>	MAHISHADAL RAJ COLLEGE
Name of the head of the Institution	DR ASIM KUMAR BERA
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03224240220
Mobile no.	8597396828
Registered Email	rajcollegemahishadal@gmail.com
Alternate Email	mahishadalrajcommunitycollege@gmail.com
Address	P.O and P.S. : Mahishadal, Dist.: Purba Medinipur
City/Town	Garkamalpur
State/UT	West Bengal
Pincode	721628

<b>2. Institutional Status</b>					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Rural			
Financial Status		Self financed and grant-in-aid			
Name of the IQAC co-ordinator/Director		DR ASIS DE			
Phone no/Alternate Phone no.		03224240092			
Mobile no.		9432384180			
Registered Email		rajcollegemahishadal@gmail.com			
Alternate Email		mahishadalrajcommunitycollege@gmail.com			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="https://mahishadalrajcollege.com/wp-content/uploads/2024/03/AQAR-2017-18.pdf">https://mahishadalrajcollege.com/wp-content/uploads/2024/03/AQAR-2017-18.pdf</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		<a href="https://mahishadalrajcollege.com/wp-content/uploads/2024/02/MRC-Academic-Calendar-2018-2019.pdf">https://mahishadalrajcollege.com/wp-content/uploads/2024/02/MRC-Academic-Calendar-2018-2019.pdf</a>			
<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	71.00	2007	31-Mar-2007	30-Dec-2012
2	A	3.03	2016	05-Nov-2016	04-Nov-2021
<b>6. Date of Establishment of IQAC</b>			15-Jun-2008		
<b>7. Internal Quality Assurance System</b>					
Quality initiatives by IQAC during the year for promoting quality culture					

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Meeting of the IQAC	10-Jul-2018 1	13
Meeting of the IQAC	05-Oct-2018 1	13
Meeting of the IQAC	08-Feb-2019 1	13
Meeting of the IQAC	07-May-2019 1	13
Orientation Programme for the newly admitted students	11-Jul-2018 1	750
Submission of Institutional Data for (2017	19-Dec-2018 1	5
Participation in NIRF	05-Nov-2018 1	5

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

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Mahishadal Raj College	Grant to Deen Dayal Upadhyay Kaushal Kendra for initiation and improvement of 3 new Bachelor in Vocational (B.Voc.) courses	UGC	2018 1095	7890000

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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View Link](#)

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

4

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

Yes

website	
Upload the minutes of meeting and action taken report	<a href="#">View Uploaded File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

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

- The IQAC has significantly mentored the introduction of New PG course in Physics. This course has gained popularity among the meritorious students.
- IQAC took initiative to participate in NIRF ranking for the first time.
- For appropriate implementation of the CBCS curriculum, the IQAC continuously monitored throughout the year.
- The IQAC of the college did supervision and recommendation of CAS for our faculty members, as and when required.
- The IQAC of the college has patronized significant infrastructural development at our second campus to make provision for 3 new B. Voc. courses, which are recently being introduced.

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

Plan of Action	Achivements/Outcomes
To monitor continuously the teaching learning and evaluation process of the college through LMS	It is achieved as our faculty members did it with prudence and wisdom. Students didn't have any major complain on this.
To supervise the availability of sufficient academic and infrastructural facilities for the newly introduced PG Course in Physics.	It can be stated that the PG Course of Physics, as initiated this year, is running here without much difficulties. The outcomes are satisfactory.
To introduce 5 new add-on courses at the College and run smoothly	We have successfully introduced 5 new Add-on courses this year and these were purely choice-based. Certificates were distributed among the successful students in due time.
To engage ourselves with 5 academic institutions through MoU	We have entered for academic and placement related collaborations
To organise 3 training programmes for our non-teaching staff	According to our plan, we have organised three training programmes this year for our non-teaching staff. These programmes have become fruitful to them
To monitor the infrastructure development at the second campus for initiation of 3 new vocational degree courses	The IQAC has successfully monitored infrastructure development at the second campus. There was a complete face-lifting and all stake-holders felt benefited.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body

Meeting Date

Governing Body

22-Dec-2023

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

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2018

Date of Submission

19-Dec-2018

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

Our institution has MIS in three different areas, which are mentioned below. A) Field of Administration, Student Admission, Teaching and Examination • Admissions of students are done through online mode only. • Dealings of student section (including the entire admission procedure, university registration, form fillup etc.) are computerized. • Students' databases are maintained serially by our Office and the Students' Union. • Examination related activities, such as university registration form fillup etc. are computerized. • Tabulation and framing of mark sheets are done digitally. • Examination results are also preserved digitally • Faculty database are also computerized. • Faculty members of different streams are habituated in using various softwares like LaTeX, PYTHON, SPSS, Mathematica, MATLAB, LINGO, STATA, MEGA 7.0, MAP CHART, PROTEIN PILOT, CHEM DRAW, SCI FINDER, ORIGIN, C, C , JAVA, Oracle, MeV, Studio, MESTNOVA, MS EXCEL etc. for better understanding and communication with the students. B) Area of Finance and Accounts • Fees collection from the students is usually done by using ATMcumdebit cards. •

Option of using credit cards for different kinds of payments is also available. • The procedures of ebilling, epradan, COSA and HRMS module of IFMS is being used for dealing of financial matters and salary for majority of the staff. • All major financial transactions, related to RUSA and DSTFIST are carried out through PFMS module. C) Library • Searching of books, issue and return systems are fully computerized with the help of OPAC and SOUL 2.0 • INFLIBNET NLIST program is used for Electronic Resource Package • Adequate number of computers with Internet Service

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

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

The prime change that characterizes the present academic session is the introduction of the Choice Based Credit System for all subjects taught at the UG and PG level. This has meant a complete overhauling of syllabus, components of marks distribution (marks for attendance, tutorials and internal assignments/assessments) and examination pattern. In order to gain proper understanding of this new system, teachers from all departments attended several workshops conducted by respective Board of Studies, both within and outside the college. This helped teachers to orient and equip themselves adequately for curriculum delivery. The College, in an attempt to explain the new system to the students conducted an overall Orientation on the CBCS for all departments and at the departmental level, teachers explained the various components of the system to students to resolve doubts. Each department was also given separate grants to ensure that books as per CBCS syllabus were available in the College and Seminar Libraries. During the academic session In 2018-19, two parallel systems - one semester and one annual examination system - were running in the College. A massive change in the Teaching Learning process took place. Students were motivated by the better scope of choice they got in selecting Elective subjects. Syllabus distribution (for both CBCS and annual system) is done at the beginning of each academic session and intimation given to students in advance. Academic modules are submitted by teachers at the beginning of each term/ semester. Record of Syllabus covered by each teacher in each term/ Semester is maintained. Regular classes (theory and practical), Tutorials and Remedial Classes are conducted for the benefit of students. Invited lectures, Memorial Lectures, Seminars and Conferences, Students' Seminars, Academic Tours and Excursions are conducted to enrich the academic quality of the College. Part time teachers, guest teachers and fellows are recruited by the college to ensure successful completion of the syllabus both at the UG and PG level. Every department has a well- stocked seminar library to cater to the needs of the students. Use of audio-visual aids, Power Point presentations, screening of films for effective curriculum delivery are followed by teachers for the benefit of students. Round the year evaluation of students' performance through assignments, mid-term and mid-semester examination, tutorials and test examination are conducted by all departments.

The CBCS pattern involves Continuous and Comprehensive Evaluation (CCE) of students and steps were taken to ensure that adequate attention was paid to attendance of students, regular assignments were taken to help evaluate student's progress and regular meeting of Heads of the departments with the Head of the Institution are held to discuss academic discourse of the session and results of Honours as well as general subjects of a student. Academic audit is conducted by IQAC to maintain standards of curriculum delivery.

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

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	NA	Nil	0	NA	NA

### 1.2 – Academic Flexibility

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

Programme/Course	Programme Specialization	Dates of Introduction
MSc	Physics	01/07/2018
BVoc	Medical Lab Technology	01/07/2018
BVoc	Retail Management Operation	01/07/2018
BVoc	Hospitality Management	01/07/2018
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#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Bengali	01/07/2018
BA	English	01/07/2018
BA	Education	01/07/2018
BA	History	01/07/2018
BA	Philosophy	01/07/2018
BA	Political Science	01/07/2018
BA	Music	01/07/2018
BA	Disaster Management	01/07/2018
BA	Human Rights Education	01/07/2018
BA	Sanskrit	01/07/2018
BA	Sociology	01/07/2018
BA	Military Science	01/07/2018
BA	NCC	01/07/2018
MSc	Physics	20/08/2018

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

	Certificate	Diploma Course
Number of Students	0	0

### 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Basic Bioinformatics	15/09/2018	30
Wildlife Ecology Conservation	01/10/2018	30
Induced Breeding Seed Production of Anabas and Heteropneustes	24/12/2018	30
Popular Science Writing	05/01/2019	22
Gel Electrophoresis	02/03/2019	30

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

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Bengali, Political Science	148
BSc	Zoology, Botany, Physiology, Nutrition	324
MSc	Applied Mathematics, Zoology	89

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### 1.4 – Feedback System

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

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>Students' Feedback: • During the 2018-19 session, majority of our students of the outgoing third year gave their feedback on vital parameters like overall ambience and infrastructure of the College, quality of teaching at departmental level, communication with teachers both inside and outside classroom, library facilities at the Central and Departmental levels, Cultural and Sports activities, Individual Teacher Feedback, Administrative Staff and so on. • Most students appreciated the cool environment of the College and the security arrangements herein. They were also mostly satisfied with the interaction and aid provided by teachers inside and outside the classroom regarding both academic and non-academic issues. They gave a positive feedback about the overall administration of the College. • They were also appreciative of the assistance provided by the college in terms of knowing about, applying and acquiring various aids, scholarships and grants, including institutional, state and national level schemes. • The Placement Cell, Student Aid Fund and such</p>



other college bodies were praised by students. • Some students informed the College the need for more number of classrooms, larger and better equipped laboratories and more number of classes dedicated to Generic Elective subjects. • They also requested the need for more number of dustbins in the campus. • Some students further mentioned that the Office Staff and specially the Student Section should be more approachable. • Actions Taken on Students' Feedback: The Principal interacted with the teachers on a one-to-one basis and discussed any point that required attention as evident from Student's Feedback. The Office Staff were also sensitized about their attitude and approachability to students by the Principal. The College already has the facility of Psychological Counseling the students were made aware of the person to be contacted in case the need arose. The number of dustbins has been increased and cleaners instructed to clean the campus more often. The new building will come up shortly, which would, upon completion largely help in increasing the number of classrooms and the number of classes for particular papers. • Parents' Feedback: Feedback from parents has been largely positive. They were happy with regular interaction with teachers and found them approachable and concerned about the welfare of their wards. The apolitical, safe and natural environment on campus and the security arrangements were also appreciated. • Teacher's Feedback: We usually collect Teacher's feedback about their opinion on College Administration and facilities provided. College authority do their best to assess the feedback obtain from the teachers and take necessary actions. • Alumni Feedback: Alumni is considered as an integral part of the College ambience. Today's current students are alumni of the future. Most of the alumni take interest on day to day activity of the college, mostly in the field of academics and infrastructure. We usually approach the alumni for their feedback and some of them responded positively. We consider their opinion on a serious note and improve ourselves as much as possible.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Bengali, English, Sanskrit, History, Political Science, Philosophy, Sociology, Education, Music	835	4546	690
BSc	Physics, Chemistry, Mathematics, Computer Science, Zoology, Botany, Physiology, Nutrition, Geography, Geology, Economics,	696	3940	395

	Industrial Chemistry			
BCom	Accounting and Finance	134	147	92
BCA	Bachelor of Computer Application	26	65	21
BVoc	Automobile, Health Care	150	200	145
BA	BA General	700	1170	550
BSc	BSc General	400	304	83
BCom	BCom General	130	35	2
MA	Bengali, English, Sanskrit, History	161	305	133
MSc	Physics, Chemistry, Applied Mathematics, Zoology	110	298	107

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## 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1833	242	36	23	23

## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
148	66	126	2	0	10

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

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

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

Students enrolled in the college enjoy the facilities of formal and informal mentoring systems. As part of this system, teachers interact with the students and attempt to identify the requirements and shortcomings of each student allotted to them. The teachers put effort into addressing the issues and keep a formal record of the outcomes of the meetings with the students. Each department ensures a healthy mentor-mentee ratio. In the formal mentor-mentee meetings, teachers investigate several aspects: the clarity of concepts and clarity of their thoughts, how attentive they are, their body language and communication skills. Along with academic

development, the mentors motivate the students to engage in various extracurricular activities for their physical and mental well-being. The students are encouraged to participate in several cultural activities organized in the college. The mentors guide the students about more advanced courses, along with the job aspects of those courses. The students find it easier to discuss any specific query or exercise they are stuck with. Outside the department, students are also under continuous mentoring of teachers of the students' activity cell, career counselling cell and cultural committee throughout their tenure in the college. As the leader of the college, the principal addresses the freshers during the orientation program. Every year, the principal confidentially interacts with the final-year students of each department to gain knowledge about their experience in the college. Based on the feedback, he guides the teachers to work towards improving the respective department.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2075	36	1:58

## 2.4 – Teacher Profile and Quality

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

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
51	38	13	8	23

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Sangita Mitra	Associate Professor	Awarded Ph.D. from Rabindra Bharati University
2019	Subikash Mookherjee	Associate Professor	Awarded Ph.D. from Vidyasagar University
2019	Prabhas Kumar Roy	Associate Professor	Awarded Ph.D. from Ranchi University
2019	Sampa Basu	Associate Professor	Awarded Ph.D. from Vidyasagar University

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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
Nil	UG in BA, BSc, BCom, BCA, BVoc, PG in MA, MSc	Semester	27/03/2019	04/06/2019

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

1. The college has introduced the CBCS in both the UG and PG courses. Under this system, instead of one end-year examination, a student is evaluated throughout the entire semester by internal assessment, mid-semester and end-semester examinations. 2. Invited lectures and interdisciplinary discussions are held regularly to enrich the spectrum of the students. 3. Many departments organize excursion tours for hands-on experiences of the students, especially those belonging to the science stream. 4. Each department arranges remedial classes and interactive sessions between the faculties and the students to address various problems faced by the students. 5. The faculties have assigned the students several problem-solving tasks and have organized small quizzes to keep assessing the students. 6. Like every year, students are encouraged to participate in student seminars, college-based project works and visit other institutes for summer projects.

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

For the session 2018-2019, the college has modified its academic calendar to incorporate the new CBCS pattern. Like every year, the academic calendar is prepared through a meeting of the Heads of the Departments, IQAC members and the Principal. The academic calendar mentions the commencement of UG classes under the new semester-based pattern alongside the usual annual-themed classes. The academic calendar contains the dates of all the mid-semester examinations, the final and the practical examinations. The PG academic session is no exception. The calendar mentions the dates of admission, classes and all sorts of examinations. Students also get informed about college events like the orientation of newly admitted students, Independence Day, Teachers' Day, all types of competitions and excursions, Republic Day Celebration and the duration of the annual sports event, to name a few. The president of the governing body of the college then reviews the academic calendar and approves the same. The college then distributes this academic calendar among the students, faculties and the non-academic staff.

## 2.6 – Student Performance and Learning Outcomes

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

[https://drive.google.com/drive/folders/1Tgx-JBi\\_mN-BqSBTF81iC3XOBGXUR-B?usp=drive\\_link](https://drive.google.com/drive/folders/1Tgx-JBi_mN-BqSBTF81iC3XOBGXUR-B?usp=drive_link)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA	BA	Bengali, English, Sanskrit, History, Political Science, Philosophy, Sociology, Education, Music	405	373	92.10
BSc	BSc	Physics, Chemistry,	255	240	94.12

		Mathematics, Computer Science, Zoology, Botany, Physiology, Nutrition, Geography, Geology, Economics, Industrial Chemistry			
BCom	BCom	Accounting and Finance	26	25	96.15
MA	MA	Bengali, English, Sanskrit, History	125	125	100
MSc	MSc	Physics, Chemistry, Applied Mathematics, Zoology	100	100	100
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## 2.7 – Student Satisfaction Survey

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

[https://drive.google.com/drive/folders/1h4efSStshORu9A\\_Ex3V5zEyvRk-4m\\_9U?usp=drive\\_link](https://drive.google.com/drive/folders/1h4efSStshORu9A_Ex3V5zEyvRk-4m_9U?usp=drive_link)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	730	Indian Council of Social Science Research (ICSSR)	7	0
Minor Projects	365	Indian Council of Social Science Research (ICSSR)	3	1.2
Minor Projects	365	Indian Council of Social Science Research (ICSSR)	1.33	0

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### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Seminar: 22 Se Shrabone Bigyan Poribesh Chetana	Zoology and Physics	10/08/2018
Seminar: Biological rules	Zoology	23/01/2019
Workshop: PANINIYAM GRAMMAR LINGUISTICS	Sanskrit	25/09/2018
Seminar: Importance Of Sanskrit Language And literature in Modern Academic Research	Sanskrit	07/05/2019
International Symposium: Indian Literary Aesthetics	English	12/09/2018

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NA	NA	Nil	NA
No file uploaded.				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	NA	NA	NA	NA	Nil
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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	MATHEMATICS	4	3.2
International	PHYSICS	2	2.5
International	CHEMISTRY	2	7.5
International	ENGLISH	1	Nil
<a href="#">View Uploaded File</a>			

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

Department	Number of Publication
ENGLISH	6
ECONOMICS	1
HISTORY	1
<a href="#">View Uploaded File</a>	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
<b>No Data Entered/Not Applicable !!!</b>						
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
<b>No Data Entered/Not Applicable !!!</b>						
<a href="#">View Uploaded File</a>						

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

Number of Faculty	International	National	State	Local
Presented papers	12	2	0	0
Resource persons	1	1	0	0
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### 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NA	NA	0
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
<b>No Data Entered/Not Applicable !!!</b>				
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### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Special Classes by Guest Faculty (PG Mathematics)	38	Fund raised by the College	120
Special Classes by Guest Faculty (PG Physics)	29	Fund raised by the College	120
Special Classes by Guest Faculty (PG Mathematics)	20	Fund raised by the College	90
Special Classes by Guest Faculty (PG Sanskrit)	30	Fund raised by the College	60
Special Classes by Guest Faculty (PG Bengali)	30	Fund raised by the College	120
Special Classes by Guest Faculty (PG Zoology)	28	Fund raised by the College	120
Special Classes by Guest Faculty (PG English)	50	Fund raised by the College	120
Special Classes by Guest Faculty (PG History)	35	Fund raised by the College	120
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship / On Job Training	Memorandum of Understanding for Nine Months for Hospital Internship Six months internship	AMRI Hospitals (E mamishrachi Group)	03/05/2018	03/11/2018	29



	for the Health Care Diploma students				
Workshop	Twelve days Empowered Learning on World Class Manufacturing Processes and Workplace Best Practices	Maruti Suzuki Training Academy(MSTA), Gurgaon, Haryana	29/06/2018	14/07/2018	25
Internship /On Job Training	Memorandum of Understanding	Balaji Nursing Home	03/12/2018	01/03/2019	07
Apprenticeship for the students in B.Voc (Automobile)	Memorandum of Understanding	Eicher Motors Ltd ( Royal Enfield)	03/09/2018	28/02/2019	12
On Job Training for the students in Diploma (Automobile)	Memorandum of Understanding	Bhandari Automobiles	05/01/2019	31/03/2019	15
On Job Training for the students in Diploma (Health Care)	Memorandum of Understanding	Ruby General Hospital	05/09/2018	03/12/2018	18
<a href="#">View File</a>					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
AMRI HOSPITALS	15/01/2017	Familiarize trainees with latest medical technologies, Practical demonstration of the scientific way of treatment.	29
BALAJI NURSING HOME	21/09/2016	On job training of healthcare B.Voc students, curriculum and infrastructure	7

		development, extension of hands on training	
Eicher Motors Ltd ( Royal Enfield)	01/05/2015	Extension of modern automobile technologies to the students, Extension of handson training, Organising Train the Trainer programme.	12
BHANDARI AUTOMOBILES	16/01/2016	Training of Service personnel, Exchange of Faculties, Extension of handson training to the B.Voc trainees in the workshop.	15
RUBY GENERAL HOSPITAL	15/01/2016	Jointly organizing workshops, seminars and other academic programmes, Apprenticeship training of the health care students.	18
<a href="#">View File</a>			

#### **CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**

##### **4.1 – Physical Facilities**

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
154.05	154.05

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Laboratories	Newly Added
Class rooms	Newly Added
<a href="#">View File</a>	

##### **4.2 – Library as a Learning Resource**

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	2.0	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	40378	3189862	80	29551	40458	3219413
Journals	20	16540	0	0	20	16540
CD & Video	240	48000	12	2400	252	50400
<a href="#">View File</a>						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	Null
No file uploaded.			

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	102	2	15	2	1	6	24	100	15
Added	3	0	7	0	0	1	2	0	4
Total	105	2	22	2	1	7	26	100	19

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

100 MBPS/ GBPS
----------------

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	<a href="#">NA</a>

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
111.6	111.6	42.88	42.88

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

• With a futuristic view of nurturing good-quality students, our College provides the best possible infrastructural support to the stakeholders. Grants received from the Government of West Bengal, RUSA and DST-FIST has been utilized for campus up-gradation, maintenance as well as procurement of

equipments, books and journals and e-resources. Several committees comprising of teaching and non-teaching staff are deployed for maintenance of the physical, academic and support facilities at the best. • The DST-FIST sponsored projects incorporate cutting edge instrumental facilities for research both at doctoral and postgraduate levels in bio-science. Libraries are Open access and fully computerized. • Library Automation is enabled by SOUL since 2017. • Departmental Libraries are enabled to access OPAC with the LAN. • Internet connection facilitates OPAC Searching for students. • E-books and e-journals are accessed through INFLIBNET - N-LIST consortium. There is a digital lab, server room and fumigation room. Student support: Students can avail and get benefit from financial support in the form of scholarship, stipend, free studentship etc., from various government and non- Government sources and the College's own student aid fund. A Career Counseling Cell is proactive enough to guide the students about various career opportunities helping them to proceed towards future career path.

<https://mahishadalrajcollege.com/motto/>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Free-ship	82	32090
Financial Support from Other Sources			
a) National	NSP	491	4910000
b) International	NA	0	0
<a href="#">View File</a>			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Orientation program regarding career counseling for the students of 1st semester Arts	03/12/2018	218	Career counseling cell, Mahishadal Raj College
Orientation program regarding career counseling and opportunity for the students of 1st semester Science Commerce	04/12/2018	180	Career counseling cell, Mahishadal Raj College
Orientation program regarding career counseling and opportunity for the students of 1st semester B.Voc.	04/07/2018	142	Deen Dayal Upadhyay Career Counseling unit
Value and Ethics:	24/12/2018	258	Department of

A moral guidance, organized by Department of Sanskrit and Philosophy.			Sanskrit and Philosophy
10 days Spoken Sanskrit with computer application for PG students	07/11/2018	32	Department of Sanskrit
7 days Yoga training (Morning)	25/12/2018	105	Yoga unit of the college and Rishi Arobinda Yoga Society
Department wise Personal counseling and mentoring program to third year students	04/02/2019	684	Each department of the institution
Career counseling program for the B.Voc final year students (for Health Care)	25/06/2019	158	1. AMRI Hospital 2. MASS Hospital
Career counseling program for the B.Voc final year students ( for Automobile)	26/06/2019	155	1. automobiles 2. Parraj Motors Pvt. Ltd.
A remedial coaching program for BA general students	04/03/2019	250	Alumni association

[View File](#)

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Health Care and Automobile	234	156	132	117

[View File](#)

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

## 5.2 – Student Progression

### 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
AMRI Hospitals, Anandalok Hospital, Bhandari Automobile Pvt.Ltd, Parraj Motors Pvt.Ltd, Ashok Leyland	156	129	Ruby Hospital, MASS Hospital	33	33

[View File](#)

### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	71	BA	Sanskrit, Bengali, English, History	Mahishadal Raj College	MA
2019	61	BA	Sanskrit, Bengali, English, History	Mahishadal Raj College	MA
2019	34	B.Sc.	Chemistry, Physics, Applied Mathematics, Zoology	Mahishadal Raj College, Vidyasagar University	M.Sc.
2018	28	B.Sc.	Chemistry, Physics, Applied Mathematics, Zoology	Mahishadal Raj College	M.Sc.

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

Items	Number of students selected/ qualifying
NET	13
SET	3

[View File](#)

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

Activity	Level	Number of Participants
Swami Vivekananda's Birth Day	UG, PG	180
Netaji Birth day celebration	UG, PG	190
Republic day celebration	UG, PG	350
Rabindranath Tagore's Birthday	UG, PG	195
College Foundation Day	UG, PG	350
Independence day Celebration	UG, PG	390
Fruits Distribution to the Basulia Primary Health Center	UG, PG	150
Blood Donation	UG, PG	494
Fresher's welcome	UG, PG	1791
University Foundation Day	UG, PG	350
<a href="#">View File</a>		

### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Rank 1, 2, 3 in Run (200m, 400m, 1500m), Discuss Throw, Debate, Folk Orchestra	National	8	2	PFA	PFA
<a href="#">View File</a>						

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

There is a student council Unit with student leader which formed with the students of various departments (including UG and PG sections) of this college who are prominent in various activities with good academic records. This council is totally apolitical in nature and it is divided according to various activities with different club groups. There are six activity clubs- Vocal Music Club, Dance Club, Art Club, Photography Club, Creative Art club, Magazine Club, Science Club and Sports Club. Each of these clubs organized different types of activity and competition programs throughout the year according to their jurisdiction. There are student representatives in college administrative

body, e.g., academic board, Governing body, Admission Committee, Anti Ragging unit, Student grievances cell, Prevention of sexual harassment, Mechanism for transparency redressal of student grievances etc. The student units also organize various medical camp, e.g., Thalassaemia awareness camp, Blood Grouping camp, etc. They also organize freshers' welcome for first year students and farewell to the last year students.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The College has an active Alumni Association since 2003 and they performed different types of activities such as bi-annual meetings, reunion, magazine publication, social works, like blood donation camp, etc., throughout the years inside the college and outside as well.

5.4.2 – No. of enrolled Alumni:

710

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

? The committee organizes at least two meetings in a year. ? The committee organizes biannual meet (reunion) of the association. More than 500 alumni members attend the same. ? In each 'bi-annual reunion' the association generally publishes a magazine namely 'Praktanika' containing memories of alumni's as well as their writings. ? The association does different social works, like, blood donation camp in association with the students union of the college. ? They organize special remedial classes for the general students with the association of the student council members and faculty members. ? The association runs two courses- Communicative English and Basic Mathematics for the needy students.

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

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

• Choice Based Credit System (CBCS) was introduced in last academic session, both at undergraduate and post-graduate level. This introduction brought a significant change in syllabus, pedagogy, infrastructure and functioning of the college. To counter and co-ordinate these changes a CBCS Committee, under Teachers' Council has been established. The committee has taken the responsibility to co-ordinate with all the departments of the college, as well as with the committees like Admission Committee, Students Data Management Committee, Time-Table Committee, Internal and External Examination Committees etc. CBCS committee has also coordinated relentlessly with the Principal's office during students' admission and university examinations. • HODs of all the departments met regularly and in their meetings with the Principal continuously expressed their individual and departmental views or suggestions regarding issues like choices of subjects the college can offer as generic electives, how the number of sharply increased classes can be accommodated in the time-table, or whether remedial classes can be incorporated in the tight schedule. With this well-synchronized participation of all the departments, concerned committees and the college-office, the CBCS Committee has successfully built up an effective procedure to run the newly introduced Choice



Based Credit System smoothly.

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

Yes

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	<ul style="list-style-type: none"><li>• In this year the Vidyasagar University followed existing syllabus for UG courses keeping parity with the newly introduced Choice Based Credit System (CBCS).</li><li>• At the undergraduate level Mahishadal Raj College has followed the Syllabi designed by the University.</li><li>• At the PG level the University introduced CBCS syllabus for the PG Courses. Here 8 PG Departments of Mahishadal Raj college have started following the syllabus designed by the University from this year.</li><li>• Students are involved in Project works, excursions, group discussions and continuous Internal Assessment of UG and PG courses.</li></ul>
Teaching and Learning	<ul style="list-style-type: none"><li>• The importance is always on the value based teaching-learning process where students get appropriate knowledge and skill to achieve their goal. Therefore, physical and mental participation of the students are required for the achievement of knowledge and skill. The teachers are always encouraged to adopt suitable and innovative methods to make the process more attractive and effective.</li><li>• Use of smart classrooms, ICT, and up-to-date software has been increased. Most of the teachers use ICT tools as teaching method with a view to improvement the quality of teaching and learning process.</li><li>• Efforts have been made to strengthen the Science laboratories and Multi-facility Centre for Science Arts with modern equipment and materials.</li><li>• Besides remedial and tutorial classes, mentoring is a newly adopted process to supervise holistic development of the students.</li></ul>
Examination and Evaluation	<p>Examination:</p> <ul style="list-style-type: none"><li>• At the UG level, the university introduced CBCS examination system through various nodal centers. University examinations come at the end of each semester.</li><li>• At the PG level, as the autonomy of the PG Departments has been withdrawn, the Vidyasagar</li></ul>

University is now conducts the end-semester examinations. Evaluation: • After mid-semester assessments, answer-scripts are shown to the students and outcomes are thoroughly discussed with them. Feedbacks of the teachers have been given to the guardians if necessary.

Research and Development

• Mahishadal Raj College encourages its teachers in research work. • 4 teachers have been awarded Ph.D. in the last academic session. • Some of the faculties are also engaged as Ph.D. supervisors. Teachers have also contributed in the academic journals and books of repute. • Students, especially at postgraduate level, are also encouraged to develop a research-orientation. • Up-gradation of Multi-facility Centre for Science has substantially helped the research scholars and students of postgraduate level.

Library, ICT and Physical Infrastructure / Instrumentation

• Searching of books, issue and return systems are fully computerized with the help of OPAC and SOUL 2.0 • INFLIBNET NLIST program is used for Electronic Resource Package • Adequate number of computers with Internet Service

Human Resource Management

• Principal supervises all kinds of academic and administrative activities of the college with the help of the Governing Body (GB). • Head of the Departments have an important role to play in decision making process. • • Apart from classroom teaching teachers perform various duties as members of different committees under the Teachers' Council. • Non-teaching staff also participate in some activities of Teachers' Council. • Students are engaged in committees related to anti-ragging, backward class cell, sports, NSS etc. • They also participate in co-curricular and extra-curricular activities. • Alumni Association extends their support in organizing various academic and cultural programmes.

Industry Interaction / Collaboration

• Being the Centre of Excellence in Skill Development of University Grants Commission, the only one in the State of West Bengal (Deen Dayal Upadhyay KAUSHAL Kendra) the College has its tie-ups with AMRI hospitals, located at

different places like Dhakuria, Salt Lake, Mukundapur and Bhuvanewar. Six months on-job training for the BVoc (Health Care) and Diploma students have been conducted in these sites during the year 2018 -19. • Mahishadal Raj College is the only Government Sponsored College in the State of West Bengal to become the registered training provider of Paschim Banga Society for Skill Development (PBSSD - Utkarsh Bangla), Government of West Bengal to impart short term training in trades like General Duty Assistant , Mushroom Cultivation, Automotive Service Technician, Domestic Data Entry Operator etc. (all are NSQF aligned courses and certified and assessed by Sector Skill Council of Government of India) • Moreover, the college also maintains official tie-ups with Automotive Industries like Bhandari Automobiles, Tata Motors, Eicher Motors (Royal Enfield), Paraj Motors etc. where internship of the BVoc and Diploma Automobile students were taken place regularly. • The College has the honour to send their automobile students for 12 days hands-on training to Maruti Suzuki Training Academy, Gurgaon on World Class Manufacturing Process Workplace Best Practices. • The College does honour its MoUs with Hospitals like Anadalok (Kolkata and Ranigunge branches), Ruby General Hospital (of Kolkata) etc. for regular on-job training for the Health Care students.

**Admission of Students**

• Admissions of students for both UG and PG level have been conducted on the basis of merit and it strictly follows the customary reservation policy as per Government norms. • An Admission Committee supervises the admission process both at the under-graduate level (UG) and the post-graduate level (PG). • Admission information is usually notified in the college website. Counseling is conducted in the various departments with transparency. For this year, the admission procedure at the under-graduate level was completely online.

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

E-governance area	Details
Planning and Development	• E-governance is fully implemented

in the functioning of the College.

Financial transactions and library works are managed digitally. Teachers' and students' data management have been digitalized. • Most of the academic departments are operational with the help of internet connectivity. The Departments, office of the Principal and different committees exchange and store academic and administrative data and information digitally. At the same time, exchange and submission of information and correspondence with the Governments' (both State and the Central) regulatory authorities like UGC and other different funding agencies have become completely digitalized.

Administration

- A fair number of CCTV cameras are working in the entire college campus for surveillance and security purposes.
- Principal's office is computerized.
- Financial operations are done by e-billing and WBIFMS.
- Students' Section of the office manages their activities (including the whole admission procedure, university registration, and form fill up) digitally.
- Students' database are collected and maintained digitally throughout the year by the Office and the Students' Union.
- Faculty related data is collected and digitally preserved by IQAC which has been used for the All India Survey of Higher Education (AISHE) and National Institute Ranking Framework (NIRF).
- Most of the departments and the Central Library have internet connection with a fair number of computers for doing their regular assignments.

Finance and Accounts

- The College uses College Automation System (CAS 5.0) in conducting business in the following areas- • Accounting - daily collection and disbursement of cash and generating various reports related to Accounts. Further, payments are also been made by using HRMS developed by Finance Department, Government of West Bengal.
- Student-related matters - various collections offers including admission fees and classification and documentation of students related data.
- University-related matters - Registration of students and examination- related paraphernalia.

Student Admission and Support

- The entire process is conducted

online, which involves the usual steps of notification, publication of merit lists, and admission on the basis of the composite merit score. • The registration process adopted by Vidyasagar University is followed, and the entire procedure is done with the help of customized, in-house-developed software. • Further, it enables students to initiate transactions with the college by logging in to it using their user ID and password.

Examination

For smooth conduct of examination we generally follow Vidyasagar University examination portal.

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	NIL	NA	NA	0
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Nil	One week Training Programme on Upskilling of Non Teaching Staff in IT Skills by Tech Skill Foundation, Kolkata	03/09/2018	10/09/2018	Nil	26
2018	Nil	Five days Orientation Programme in Office Administration and	05/12/2018	10/12/2018	Nil	12

		Stress Management by Kolkata Vocational Academy				
2019	Training for trainers programme on Industrial Management organized by Central Staff Training and Research Institute (CSTRI) under Ministry of Skill Development and Entrepreneurship, Directorate General of Training, Govt. of India	Nil	15/02/2019	26/02/2019	11	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	1	30/11/2018	20/12/2018	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	1	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
• GPF • West Bengal Health Scheme	• GPF	• Kanyasree Scheme • Free Studentship of Govt. Of West Bengal (Half/

Full tuition fee free), •  
S. R. Jindal Scholarship  
• Swami Vivekananda Merit  
Cum Means Scholarship •  
Student Aid Fund

#### 6.4 – Financial Management and Resource Mobilization

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

The institution has a strong and robust internal control system managed by its own staff. Internal audits are being conducted on a concurrent basis across all the functions of finance and reported to the governing body of the college. Statutory audits are being conducted by externally qualified and experienced CA firms appointed by the Department of Higher Education, Government of West Bengal, on a fiscal year basis. The findings of the audit and the annual financial statements are being placed before the governing body of the college for their approval and to take further decisions as they deem fit.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
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6.4.3 – Total corpus fund generated

0
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#### 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	Internal Quality Assurance Cell (IQAC)
Administrative	No	NA	Yes	Governing Body of the college (GB)

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

• Although, no such association exists in our College, teachers regularly meet with parents / guardians, particularly through parent-teacher's meetings, which are convened in regular intervals by the academic departments and the Students' Union. • Academic and intellectual progress of the students remains the centre of discussion in these meetings. Opinions of both sides are exchanged thoroughly. Observation of guardians and their selected opinions do help us to meet the social requirements. • Parents' feed-back on administrative and academic issues are collected in written formats. Their opinion, assessment and suggestions significantly help to improve the academic functioning and campus environment of the college. • Enthusiastic presence of the guardians at the events like Annual Sports, Annual Social Function and at the Prize-giving ceremony makes these events livelier and more colourful.

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

- Initiation of program to provide required computer training.
- Yoga training on 21st June, 2019 to commemorate International Yoga Day
- Participation to Annual Function and financial help in the form of Books/ notebooks etc. to children of support staff as a token of encouragement and solidarity.
- Participation to Annual Sports and prize-giving ceremony.

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

Vacant post of teaching staff will be filled on priority basis as per recommendation of NAAC peer team in 2016. • New PG course in Botany and "Research centre in Chemistry" will be introduced in near future in accordance with NAAC Peer Team's recommendations in 2016. • Introduction of inter-disciplinary and skill oriented courses like Tourism, Journalism and Fish Culture will be done in future. • Infrastructures for research activities will be highly up gradate in near future.

#### 6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

#### 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Meeting of IQAC	10/07/2018	10/07/2018	10/07/2018	12
2018	Meeting of IQAC	05/10/2018	05/10/2018	05/10/2018	10
2019	Meeting of IQAC	08/02/2019	08/02/2018	08/02/2018	15
2019	Meeting of IQAC	07/05/2019	07/05/2019	07/05/2019	18
No file uploaded.					

### CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

#### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Seminar on "Prevention of Domestic Violence" Organized by MRC NSS Units	14/08/2018	14/08/2018	132	73
Seminar on "What is Man?" delivered by Prof. Dilip	26/10/2018	26/10/2018	75	125



Kumar Ray				
Seminar on "Ragging & Sexual Harassment" delivered by Prof. Badal Kumar Bera	29/10/2018	29/10/2018	82	118

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

Percentage of power requirement of the University met by the renewable energy sources

- Solar panels were set up as first steps in the direction of clean energy to meet partial energy requirement of the college.
- 'More power consuming' electrical appliances were replaced by 'less power consuming' versions such as CFL/LED bulbs
- The College maintained and nurtured its lush green campus.
- The NSS unit of the College also undertakes tree plantation drives regularly in the surrounding areas to both raise environmental awareness in the local population and to preserve the ecology of the area.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	5
Provision for lift	Yes	50
Ramp/Rails	Yes	50
Braille Software/facilities	No	0
Rest Rooms	Yes	50
Scribes for examination	Yes	2
Special skill development for differently abled students	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	2	3	27/08/2018	1	'Rakhi Bandhan' Utsav was celebrated following the footsteps of Tagore's 1905 cele	Growing social discontent and discrimination based on differences in class, caste, creed,	276

					bration of the event.	sect, and religion, and how to mitigate it.	
2018	2	5	19/11/2018	1	NSS activity: Thalassemia Detection camp by the NSS Units through Medinipur Thalassemia Society	To sensitize the local population about Thalassemia, its prevention, and courses of treatment.	125
2018	3	11	26/11/2018	1	NSS activity: Alerting the villagers of Ektarpur Village about the dangers of using plastic.	To raise awareness about the environmental hazards caused by plastic.	78
2018	3	12	11/12/2018	1	NSS activity: Awareness Programme regarding decreasing Female Sex Ratio conducted by the NSS Units in collaboration with Deri a-chak Vi dyasagar Social Welfare Organization	Decreasing Female Sex Ratio due to female infanticide and female feticide and why a healthy female sex ratio is important for the overall health of society	213

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
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Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes ethics programme for students, teachers and other administrative staffs.	02/07/2018	Follow up actions are taken on the basis of particular instances of violation of prescribed rules.
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7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Swami Vivekananda's Birth Day	12/01/2019	12/01/2019	180
Netaji Birth day celebration	23/01/2019	23/01/2019	190
Republic day celebration	26/01/2019	26/01/2019	350
Independence day Celebration	15/08/2018	15/08/2018	390
Dr. Sarvapalli Radhakrishna's Birthday and Teachers Day	05/09/2018	05/09/2018	450
Iswarchandra Vidyasagar's Birth Day	26/09/2018	26/09/2018	250
<a href="#">View File</a>			

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

a) Rainwater Harvesting: Rainwater harvesting systems are in operation in college premises. The stored rain water has been extensively used in irrigating the plantations and botanical garden of the campus and purposely for recharging the groundwater. b) Energy Conservation: Solar Panels have been installed in the college buildings. Effort has been made to conserve the electrical energy by changing halogen bulbs to Light Emitting Diodes (LEDs) in the campus. Formal instructions have been issued by the college to switch off all the fans/lights and electrical appliances at the end of the class for energy saving. c) Landscaping: The college has a canopy of trees and plants to make the environment pollution free and utmost care is taken to maintain the green landscaping by the college. Medicinal garden is maintained by the Department of Botany. Tree plantation saplings were planted around the college premises on Environment Day. d) Solid Waste Management: The college is aware of the process of collecting and treating the solid wastes. For disposal of degradable and non-degradable wastes, separate colour coded bins for dry and wet waste have been installed in the college premises. Efforts have been made by the college to educate students and staffs on proper waste management practices through lectures and advertisement on notice boards. e) Plastic Free Campus: Initiatives has been taken by the college to maintain a plastic free campus. To restrict the use of plastic, measures have been taking to counsel the students and staffs against the use of plastic in the campus. Water filters station has been installed in the college to make it easier for students to refill their

water bottles and advised not to use plastic bottles. d) Chemical and biological hazardous waste generated from laboratories of School of Sciences has been disposed-off properly with necessary precautions.

## 7.2 – Best Practices

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

**Best Practice 1:** 1. Title of the Practice: DEEN DAYAL UPADHYAY KAUSHAL KENDRA MAHISHADAL RAJ COLLEGE (A Centre of Excellence for Vocational Studies) Skill Development Programme Sponsored by Ministry of Human Resource Development, Government of India, under the supervision of University Grants Commission. 2. Objective: To create skilled manpower for industry requirements at various levels and act as finishing school by providing supplementary modular training programmes so that a learner, irrespective of his/her training background, is made job ready with necessary work skills (soft, communication, ICT skills etc) and fill the gaps in the domain skills measured against QPs/NOSs. 3. Context: Despite with over 50 of population under the age of 30 years, India is facing a demand-supply mismatch as the economy needs more 'skilled' workforce as well as managers and entrepreneurs than produced annually. This programme aims to provide formal training to school dropouts and XIIth pass candidates (constituting almost 59 of total job seekers in East Midnapore), thereby increasing their employability. The Mahishadal Raj College, DDU KAUSHAL Kendra will focus on providing vocational training at the Higher Secondary and University levels that will be dovetailed into the National Vocational Educational Qualifications Framework. 4. Practice: Courses have been selected following detailed survey of the economy, demography, and industrial opportunities in surrounding areas. At present, DDU Kaushal Kendra offers B.Voc. in Automobile, Health Care, Medical Laboratory Technology, Hospitality Management, and Retail Management and Operation. 5. Evidence of Success: Approximately 70 students from the B.Voc. courses secure jobs through campus placements in reputed companies such as Hero, Royal Enfield, Ashok Leyland, Maruti Suzuki, Eicher Motors (for B.Voc. in Automobile) Max Fashion, Pantaloons, Reliance (for B.Voc. in Retail Management and Operation) Organ Diagnostic Centre, Sanjiban, Micro Lab (for B.Voc. in Medical Laboratory Technology) AMRI, Institution of Neuro Science, Rubi Hospital (for B.Voc. in Health Care) Hyatt Regency - Kolkata, The Fort - Raichak, Shiv Vilas - Jaipur (for B.Voc. in Hospitality Management). 6. Problems Encountered and Resources Required: There is a mental inhibition among the masses against vocational training. It was a challenge to acquaint them with the emerging market structure and the job roles in demand. Lack of governmental effort in spreading vocational education specifically at secondary and higher secondary level added to the reluctance of the candidates for vocational training. Vocational education requires elaborate laboratories, appropriate equipment, and modern technologies to facilitate the production of readily available workforce in the job market. The DDU Kaushal Kendra has managed to establish a state-of-art centre with all these facilities, aiding students in up-skilling themselves.

**Best Practice 2:** 1. Title of the practice: Need-based Course Design and Learner-centric Language Training 2. Objective: To design Language courses as per the needs of learners and job market. Being a rural college, most of the learners come here from Bengali -speaking families. Learning languages like English and Hindi is important for the students to enhance their communication skills and as well as to find jobs. 3. Context: Most language courses are by nature prescriptive and thus hardly care for individual need based, learner centric training. Our college has taken initiatives to assess the specific needs of the students and conduct the tutorials without any extra tuition fee. Many first-generation learners have found our bilingual language learning beneficial as a part of their grooming process. 4. Practice: The college makes arrangement for an interactive counselling session for students of different disciplines in the

CG room of the college. A Digital Language laboratory is running with some success to aid this process of development. The students are categorized into three groups based on their communicative efficiency in English and Hindi into three sections - comparatively strong students, learners with working knowledge of the language, and weak students - and methods are devised to address their specific shortcomings. 5. Evidence of Success: The Practice has changed the discourse in Faculty and students as to what is learned and the methodology of it. The overflowing demand for our language courses is a testimony to our popularity as well as our success. Apart from knowledge providers and software companies, many industry-based companies in Haldia have recruited our students with optimum language skills. 6. Problems Encountered and Resources Required: Most of the learners come from rural backgrounds and do not have regular access to internet and interactive communication outside the boundaries of the college. To combat this, we encourage our learners to get enrolled in NCC so that they may have a wider exposure to language communication outside the purview of the college. The students of the college also often take part in educational tours to different parts of the country as a part of their subject programmes.

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

<https://mahishadalrajcollege.com/best-practices/>

### 7.3 – Institutional Distinctiveness

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

The institution constantly thrives to achieve its stated vision and mission through distinctive approaches and innovative strategies. Every year our institution have stressed on enrolling a significant number of minority students and students belonging to economically weaker sections who are generally the first generation learners. Hence the primary objective of the college has been to cater to the need of Higher Education for the students. The institution is acutely conscious of the need of the disadvantaged sections of society, thus with the academic excellence, our college has offered provisions for scholarships to needy students for the educational up-liftment. Keeping in mind the gender stereotypes, the institution tries to bridge the gender divide in the society by encouraging girl students to pursue higher education in increasing number. In addition, our college has also provided platform for students to enhance their creativity and innovations by introducing various skill development and vocational training courses under Deen Dayal Upadhyay Kaushal Kendra (a Community College under the purview of Mahishadal Raj College) that has successfully helped students in getting job placements. To provide practical approach learning to students and producing quality research, various department of our college has conducted workshops, educational tours and field surveys that add value to the overall development of the students. Located near to Gandhi Ashram, an orphanage centre our college students have made several visits and provided support services to them, inculcating the value of educational as well as social responsibility. The authority has equally given importance to educational excellence as well as other extracurricular activities of students by providing possible facilities, organizing cultural events and sports in the college. Boarding facilities has been provided separately for both girls and boys by the college. The college is committed in maintaining a healthy and green environment and various measures have been taken towards it.

Provide the weblink of the institution

<https://mahishadalrajcollege.com/institutional-distinctiveness/>

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

1) To continue proper implementation of CBCS system introduced by the University. 2) To monitor Quality Assurance and Quality Enhancement activities of the Institution. 3) To stimulate the academic environment for promotion of quality in teaching-learning process. 4) To organize seminars by IQAC for preparation of NAAC accreditation. 5) To facilitate continuous up-gradation and up-dating of knowledge use of technology, by Faculty and Students. 6) Incorporation of 'Remedial Classes' in the routine. 7) Proper mentoring of students and tutorials classes to be properly documented. 8) Feedback system will be up-graded, analyzed and new initiatives will be introduced. 9) IQAC will ensure that teaching plans are available and meticulously followed in every department. 10) Conferences / Student-seminars / Workshops will be organized in the campus. 11) Effort will be strengthened to make the campus eco-friendly. 12) Renovation of 'ladies common room' will be done. 13) To ensure the 'high speed internet connectivity' throughout the campus.