Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**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**

2. Institutional Status

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**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://mahishadalrajcollege.com/wp-content/uploads/2024/03/AQAR-2018-2019.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://mahishadalrajcollege.com/wp-content/uploads/2024/03/Academic-Calendar-2019-2020.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity Period From	Validity Period To
1	**B**	**71.00**	**2007**	**31-May-2007**	**30-Dec-2012**
2	**A**	**3.03**	**2016**	**05-Nov-2016**	**04-Nov-2021**

6. Date of Establishment of IQAC

15-Jun-2008

7. Internal Quality Assurance System

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	09-Jul-2019 1	15
Meeting of the IQAC	13-Sep-2019 1	16
Meeting of the IQAC	11-Feb-2020 1	14
Meeting of the IQAC (Online meeting due to COVID-19 outburst)	02-May-2020 1	12
Orientation Programme for the newly admitted students	29-Jul-2019 1	815
Submission of Institutional Data for (2018	14-Feb-2020 1	5
Participation in NIRF (2019)	11-Nov-2019 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	Running and Development of Bachelor in Vocational (B.Voc.) Courses	UGC	2019 1095	6349244
Mahishadal Raj College	PBSSD Assistance for Skill-enhancement Courses	Government of West Bengal	2019 1095	1423555
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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 website	Yes
Upload the minutes of meeting and action taken report	[View Uploaded File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

• The IQAC has significantly monitored the preparation of Academic Calendar for the session 201920. • It has also helped the Office in chalkingout different academic and cocurricular activities throughout the year, which ultimately paved the way for finalizing the College Activity Calendar. • The IQAC has played a significant role in auditing the academic progress of the PG departments and gave necessary suggestions for betterment. For appropriate implementation of the CBCS curriculum in UG courses, the IQAC has continuously monitored it throughout the year. • The IQAC of the College took initiative to participate in NIRF ranking (for 2020) and to submit requisite data to AISHE (for 201920). • Moreover, the IQAC has patronized significant infrastructural development at our second campus (DDU Kaushal Kendra) by utilizing the fund released by the UGC and Government of West Bengal.

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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 regularly 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 PG Courses.	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 4 new Add-on courses at the College and run smoothly	We have successfully introduced 4 new Add-on courses this year and these were purely choice-based. Certificates were distributed among the successful students in due time.
To continue our linkage with existing industrial organisations through MoU and Agreements of Collaboration.	We have successfully continued our intentions to go with them for this session also.
To receive and successfully utilize the sanctioned fund from UGC for the academic and infrastructural development of our second campus	We have received Rs. 63, 49, 244/- from the UGC and utilized as per their directives and the decision given by the GB.

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	2020

Date of Submission	14-Feb-2020

17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton 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

Institution has the mechanism for well-planned curriculum delivery in the academic session 2019-2020, it was also characterized by parallel running of the CBCS system that was introduced in the 2017-18 session and the annual system of examination. Due to the Covid-19 pandemic, all classes had to be taken online since March, 2020. Teachers and students made all possible efforts to keep the academic activities unhindered. It was a huge challenge for both teachers and students to get accustomed with the online mode of teaching learning. Besides online classes through platforms like Google Meet and Zoom, the College also organized and hosted a series of Webinars that further enriched the teaching learning process. 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. For classes taken in online mode too, records of classes taken and syllabus covered have been submitted by teachers to IQAC and maintained at the departmental level too. Regular classes, Tutorials and Remedial Classes are conducted for the benefit of students. Part time teachers, guest teachers, SACTs and fellows are recruited by the college to ensure successful completion of the syllabus both at the UG and PG level. A system of Student Mentoring is followed to give individual attention to each student. 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. During the pandemic virtual platforms like Google Classroom, Zoom and Google Meet were used to conduct classes; recorded video lectures were also created by faculty members using software like OBS. White Board was incorporated in Google Meet and Classroom for live teaching, especially by the science faculties. Teachers made interesting power-point presentations. All examinations of odd semester for CBCS formats were taken offline but even semester examinations were taken in online mode during this session. While some departments created and conducted these examinations through Google Classroom, others used specific e-mails ids to receive answer scripts and tutorials from students. Academic audit is conducted by IQAC to

maintain standards of curriculum delivery. All the above -mentioned points are well documented at the departmental level.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Nil	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
Nill	NA	Nill
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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
Nill	NA	Nill

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	Nill	Nill
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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
No Data Entered/Not Applicable !!!		
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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
Students' Feedback: • During the 2019-20 session, majority of our students of

the odd semester 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 but we couldn't take feedback from odd semester students due to Covid breakout. • 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 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. • 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 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
No Data Entered/Not Applicable !!!				
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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	Number of fulltime teachers available in the institution teaching only PG	Number of teachers teaching both UG and PG courses

			courses	courses	
2019	1457	228	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	Numberof smart classrooms	E-resources and techniques used
135	67	120	2	4	10
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Existing formal and informal mentoring systems, as important parts of academic activities, are reviewed and modified as necessary. At departmental meetings, a planning for mentoring the students is drafted and students from each year are allotted to teachers, while the departments maintain a record of mentoring. All departments attempt to maintain a healthy mentor-mentee ratio. The mentors look into the overall academic awareness , understanding and performance of mentees in the respective subjects. Furthermore, the teachers try to guide the students in extra –curricular activities for their physical and mental well-being. During the COVID pandemic at the end of the session , teachers helped the students through their regular online guidance. Outside the department, students were also under continuous mentoring of the teachers through Students' activity cell, Career Counselling Cell, Cultural committee, etc.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1685	36	1:47

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	46	5	8	21

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	NIL	Nill	NA
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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
No Data Entered/Not Applicable !!!				

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

• **CBCS system was introduced in previous session. In this session too Internal Assessment, Mid- Sem Exam , Tutorial and End Semester Exam continued. • Special Invited lectures, interdisciplinary discussions were held regularly for enrichment of the students. •Remedial classes, Doubt clearing classes interactive sessions were held on regular basis, which continued online during the lockdown and thereafter. • Students were encouraged to attend Students' Seminar, participate in project acitivities and solve home assignments regularly. • Because of the COVID pandemic , since mid March of 2020 online teaching had been introduced where classes were taken through various online platforms like Google Meet, Zoom etc. • Study materials and videos of lectures were also circulated among students. Online examinations and evaluation were introduced. • Webinars and online workshops were organized for the benefit of the students.**

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

Like every year, the Academic Calendar for 2019-20 comprised of the detailed list of College events , dates of examinations, parent-teacher meeting dates etc. This calendar was prepared through a meeting of the Principal of the college, the Heads of the all the UG and PG departments and the IQAC members. The academic calendar makes student acquainted with various college events like Orientation of newly admitted students, Independence Day, Teachers' Day , Fresher's Welcome , Intra- College Competition, University Foundation Day , Republic Day Celebration, Bhasha Dibash Celebration , Rabindra Jayanti, Annual Sports etc. Schedules of College tests, Mid Sem and Mid -term examinations as well as the tentative dates of University examinations - are all reflected in the academic calendar. The president of the Governing Body of the college reviewed the academic calendar and approved the same. The college finally uploaded this academic calendar in its official website.

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-BqSBTF81iC3XOBGXURe-B

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
No Data Entered/Not Applicable !!!					
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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/1Nnl7JDSig9UKYvm9AETnVPH9kANWD-Ff?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	3
Minor Projects	365	Indian Council of Social Science Research (ICSSR)	1.33	1.33
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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: Journey from student to research scientist: past present	Zoology	18/01/2020
Seminar: Emerging areas and opportunities in modern science and research	Zoology	07/02/2020
Seminar: Python Programmin Machine Learning	Computer Science BCA	16/09/2019
Conference: Fifth Two-day International Conference on Climate Change, Environmental Ethics and Ecological Humanities	English	03/09/2019
1 Day National Seminar Online Webiner on The Inheritance Of Indian Law: Past and Present Scenario	Sanskrit	07/09/2019
International Seminar on Mathematics and Computing : Present Perspective	Mathematics and Computer Science	20/02/2020

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement

Nil	NA	NA	NA	NA	Nill

No file uploaded.

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	12	2.1
International	Physics	1	0.7
International	Zoology	1	2.2
International	Computer Science	3	2.5

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

Department	Number of Publication
BENGALI	2
ENGLISH	5
HISTORY	2

[View Uploaded File](#)

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
No Data Entered/Not Applicable !!!						

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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
No Data Entered/Not Applicable !!!						

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

Number of Faculty	International	National	State	Local

Presented papers	5	1	0	0
Resource persons	0	0	0	1

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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
No Data Entered/Not Applicable !!!			

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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
NA	**NA**	**NA**	0

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				

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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 Prof. Sobha Chattopadhyay for English (PG)	50	Fund raised by the college	120
Special classes by Prof. Akram Hossain Mollah for English (PG)	50	Fund raised by the college	120
Special classes by Prof. S. K. Raut for Zoology (PG)	30	Fund raised by the college	90
Special classes by Prof. J. K. Kundu for Zoology (PG)	30	Fund raised by the college	90
Special classes by Prof. Samarjit	38	Fund raised by the college	120

Kar for Applied Mathematics (PG)			
Special classes by Dr. Alok Bag for Bengali (PG)	30	Fund raised by the college	120
Special classes by Dr. Sujit K Bera for Physics (PG)	29	Fund raised by the college	120
Special classes by Prof. Mrinal K Gangopadhyay for Sanskrit (PG)	30	Fund raised by the college	4
Special classes by Prof. Sarbani Gangopadhyay for Sanskrit (PG)	30	Fund raised by the college	4
Special classes by Dr. Narayan Dash for Sanskrit (PG)	30	Fund raised by the college	2
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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
No Data Entered/Not Applicable !!!					
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
272.12	272.21

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

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4.2 – Library as a Learning Resource

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

Name of the ILMS 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	40458	321941	189	34492	40647	356433
Journals	20	16540	0	0	20	16540
CD & Video	252	0	20	0	272	0

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	Nill

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	105	2	22	2	1	7	26	100	19
Added	7	0	10	0	0	2	5	0	7
Total	112	2	32	2	1	9	31	100	26

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	Nill

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 incurredon maintenance of physical facilites
15880000	15883915	11332000	11336666

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)

- As COVID pandemic had knocked down at the latter part of the year, we have taken comprehensive policies of providing online teaching to our students. • The laboratories were run and maintained sequentially following strict covid protocols. • Webinars were organized to motivate our students to keep themselves healthy and fearless. • Moreover, online special talks were arranged using available funds to make the students prepared for their examinations. • Books and journals were supplied and circulated to the students through electronic format to encourage them to apply and learn e - platforms. • Students were encouraged to submit their fees through online transaction system. The college authority took various steps to provide different scholarships to the students via online as applicable to them during this session.

https://mahishadalrajcollege.com/motto-2019-20

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	Nil	0	0
Financial Support from Other Sources			
a) National	NSP	12	120000
b)International	Nil	0	0
View File			

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
No Data Entered/Not Applicable !!!			
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Health Care and Automobile	205	126	110	80

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year		
Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!						
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
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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	11
SET	3
Any Other	10
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at 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
2019	Nil	Nill	Nill	Nill	NA	NA
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

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 group of activity clubs. 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 activities and competition programs throughout the year according to their jurisdiction. There are student representatives in the college administrative bodies, like, Academic Committee, 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 camps, like,Blood donation camp, Thalassemia awareness camp, Blood group detection 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 donationm 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 College has an active Alumni Association since 2003 and they performed different types of activities throughout the years inside the college and outside as well. Their different activities are briefly summarized here. ? 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 the alumnis as well as their writings. ? The association does different social works, like, blood donation camp in association with the student's union of the college. ? They organize special remedial classes for the general students with the association of the student council members and faculty members. ? We are proud to say that the alumni association of the college builds a block of the college building. ? 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 the academic session 2017-18, both at the under-graduate and post-graduate levels and it continues during 2019-20. 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 upon 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	• Mahishadal Raj College follows properly the rules and regulations of the Vidyasagar University and also adopts curriculum activity recommended by the University. • All the undergraduate departments of Mahishadal Raj College follow the CBCS Syllabi designed by the University. • At the postgraduate level the College follows CBCS syllabus introduced by the University.
Teaching and Learning	• Teachers use conventional method and ICT tools both as teaching-learning process to improve teaching quality. • Online teaching began in the third week of March 2020 in response to the pandemic situation, and it has continued through various online platforms such as Google Meet, Google Classroom, Zoom, YouTube, etc.
Examination and Evaluation	Examination: • At the UG level, the university introduced CBCS examination system through various nodal centers. University examinations come at the end of each semester. • At the PG level, as the autonomy of the PG Departments has been withdrawn, the Vidyasagar 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 post-graduate 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 post-graduate 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 programs.
Industry Interaction / Collaboration	• As mentioned already in our previous AQAR, 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 Bhuvaneswar. Likewise, six months on-job training for the B.Voc. (Health Care) students have been conducted in these sites during the year 2019 -20. •

	As iterated earlier, 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). The college has received a lump-sum grant this year and utilized the same in an effective manner. • 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 B.Voc. students have taken place regularly. • The College maintains its MoUs with Hospitals like Anadalok (Kolkata and Ranigunge branches), Ruby General Hospital (of Kolkata) etc. for on-job training for the Health Care students during the year 2019-20
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-governace 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 of 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
2019	NONE	NA	NA	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	7 days Training and Workshop on Renewable Energy by The Science Association of Bengal	Nil	04/12/2019	11/12/2019	41	Nill
2019	Nil	10 days Training Program on 'Communication Skill and Personality Development' by Academy of Professional Studies, Kolkata	08/07/2019	19/07/2019	Nill	24
2020	Nil	7 days Orientation Program in	03/02/2020	10/02/2020	Nill	24

	Leadership and Counselling Skill by Dum Dum Nikhil Bangiya Vidyapith, Kolkata			

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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
Orientation Program	1	08/07/2019	27/07/2019	20
Orientation Program	1	18/11/2019	07/12/2019	20
Orientation Program	1	20/01/2020	08/02/2020	20

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
70	8	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

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	NA
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6.4.3 – Total corpus fund generated

0

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 center 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 colorful.

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

 • Encouraging supporting staff to attend various training camps organized by other institutes. • Sports activities are organized to provide refreshment • During the lockdown, faculty members of the Chemistry Department demonstrated the technique of sanitizer preparation to non-teaching/supporting staff and distributed it among all staff members, including teaching, non-teaching, and supporting staff. • Staff members are actively involved in the admission process.

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

 • Ensuring the implementation of precautionary measures to fight Covid-19 pandemic. • Offering online classes and enabling electronic access to the library resources for the students. • Introduction of value-added courses like AGRO (Organic Grower, Mushroom Grower), HSSQ (Health Care), SSCQ (Domestic data entry operator) and RASQ (Retail sales associates) from 2019-20 • Motivating our faculty to go for more publications in the field of research and get more exposure

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
2019	Meeting of IQAC	09/07/2019	09/07/2019	09/07/2019	15
2019	Meeting of IQAC	13/09/2019	13/09/2019	13/09/2019	16
2020	Meeting of IQAC	11/02/2020	11/02/2020	11/02/2020	14
2020	Online Meeting of IQAC	02/05/2020	02/05/2020	02/05/2020	12
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Women's Day Celebration – Dr. Nabanita Bag Maiti delivered a talk on "Rights of Women" to the students of the college to sensitize them about gender equality	09/03/2020	09/03/2020	65	38
Seminar on "Philosophy of Gender?" delivered by Dr. Sangita Mitra	18/11/2019	18/11/2019	48	55
Seminar on "Gender Politics" delivered by Prof. Sampa Mondal (Das)	20/01/2020	20/01/2020	52	47

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
The college utilizes solar panels to meet partial energy requirement of the college use of less power consuming equipment such as CFL/LED bulbs are promoted the college maintains and nurtures its lush green campus. The NCC 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	15
Provision for lift	Yes	75
Ramp/Rails	Yes	125
Braille Software/facilities	No	0
Rest Rooms	Yes	20
Scribes for examination	Yes	12
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
2019	1	1	28/08/2019	1	NCC, NSS activity, and Students' Union Activity: A Blood Donation Camp was organized to control the shortage of blood in the area	The Blood Donation Camp helped step up the blood bank stock, enabling people of neighbouring areas to have access to blood during times of health emergency	341

2019	1	1	02/09/2019	1	NSS activity: Awareness about polio and importance of the polio vaccine organized by the NSS Units.	To sensitize the local population about polio and how it can be prevented through the vaccination drives organized by government.	255
2019	1	1	15/08/2019	1	'Rakhi Bandhan' utsav was celebrated following the footsteps of Tagore's 1905 celebration of the event.	Growing social discontent and discrimination based on differences in class, caste, creed, sect, and religion, and how to mitigate it.	358
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes ethics programmes. (i) Internal Complaints Committee Women's Cell (ii) Anti- Ragging Committee	02/08/2019	Follow up actions are taken on the basis of particular instances of violation of prescribed rules: (i) As per UGC Regulations (Prevention, Prohibition and Redressal of sexual harassment of women employees and students in higher educational institutions) 2015, the Governing Body of Mahishadal Raj College has formed an Internal Complaint's Committee under sub regulation (1) of regulation 4 of UGC regulations. The committee was formed in

order to enquire and act against any kind of sexual harassment, against any individual. The Women's Cell ICC will have the following composition (w.e.f. August 2019) Name of the Members: 1) Principal / Teacher-in Charge (Chairperson) 2) Prof. Samir Kumar Patra (Convener) 3) Prof. Sampa Mandal (Das), Teacher Representative 4) Prof. Amitava Mistry, Teacher Representative 5) Dr. Manas Kumar Maiti, Teacher Representative 6) Dr. Nirmal Chakraborty, Teacher Representative 7) Prof. Deblina Hazra, Teacher Representative 8) Secretary, Teachers' Council 10) Secretary, Non-Teaching Staff 11) One Student Representative Objectives of Women Cell ICC, Mahishadal Raj College 1. To ensure a safe and harassment free environment for all students, especially women within the college premises. 2. To offer counseling and alertness relating to legal issues to women stakeholders 3. To enquire any kind of sexual harassment at workplace and nearby college premises. 4. To provide support, counseling and assistance to victims of harassment or discrimination. 5. To ensure fair and confidential process for reporting and resolving complaints. 6. To monitor the effectiveness of the ICC and Women Cell activities, review policies regularly and make necessary improvements to ensure a safer and more inclusive

			college environment. (ii) Anti-Ragging Committee has been implemented, based on the UGC Regulation on Curbing the Menace of Ragging constituted under Ministry of Education, Government of India. The Committee was formed in order to prevent and address incidents of ragging, which refers to the mistreatment, harassment or bullying of new students by their seniors. Anti-Ragging Committee will have the following composition (w.e.f. August 2019) Name of the Members: 1) Principal - Chairman 2) Sri S. K. Patra (Convener) 3) Smt. Syama Giri 4) Sri A. Mistry 5) Secretary, Teachers' Council 6) Secretary, Non-teaching Staff 7) GS of the Students' Union Objectives of Anti-Ragging Committee, Mahishadal Raj College 1. Implementing measures to prevent incidents of ragging on campus. 2. Educating students about the consequences of ragging and promoting a culture of respect and tolerance. 3. Promptly addressing any reported incidents of ragging and providing support to victims. 4. Maintaining records of reported incidents, actions taken and follow up procedures for accountability and future reference. 5. Encouraging healthy and positive interactions among students to foster a conducive learning environment.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants

Observance of College Foundation Day	01/08/2019	Nil	Nil
Observance of Independence Day	15/08/2019	Nil	Nil
Raksha Bandhan Celebration	15/08/2019	Nil	Nil
Observance of Birth Anniversary of Mahatma Gandhi	02/10/2019	Nil	Nil
NSS Orientation Programme	30/07/2019	Nil	Nil
Teachers' Day Celebration	05/09/2019	Nil	Nil
World Environment Day observed by NSS Volunteers (ONLINE)	05/06/2020	Nil	Nil
Observance of Swami Vivekananda Birthday	12/01/2020	Nil	Nil
Observance of Netaji Subhas Chandra Bose	23/01/2020	Nil	Nil
International Mother Language Day Celebration	21/02/2020	Nil	Nil
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1) 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. Water tanks have been placed underneath the campus. The rainwater gets collected at every block and fed into a rainwater harvesting tank to preserve the underground water. 2) 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. A total 21 (15 watt) LED tube lights and 21 (15 watt) LEDs bulb has been installed in offices, library and laboratories and a total of 30 LED bulbs in the service space in three college buildings was replaced accordingly. Furthermore, a formal instructions have been issued by the college to switch of all the fans/lights and electrical appliances at the end of the class for energy saving. 3) 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. 4) 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. 5) 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. 6) Liquid Waste: For disposal of biodegradable liquid waste, a system has been prepared in the college campus for which directly connects to the Septic Tank. This will help in maintaining the effluent air quality and it is more environmentally friendly.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1: 1.Title of the Practice: PROMOTE SOCIO-ECONOMIC DEVELOPMENT OF ADOPTED VILLAGES The college has adopted three villages from the surrounding areas, namely, Garh Kamalpur, Rangibasan, Jagannathpur. These villages were financially backward, lacked knowledge about health hygiene, and had a dismal adult literacy rate which reflected in their reluctance at enrolling their children for formal education. In keeping with the government's Swachh Bharat Mission and Adult Education Programme, the college strives to instill a sense and practice of hygiene in the residents of the villages, and make them literate in the different aspects of life. 2. Objective: To promote financial literacy, health literacy, and environmental literacy amongst the residents of this village to make them socially aware residents of the country, and enable them to have better living conditions, thereby uplifting their quality of life. 3. Context: There was a general lack of literacy in the residents of these villages. This led to ignorance in finances, financial growth, and safe investment options. As a result, they were often duped of their meagre savings by conmen. Moreover, they were unaware of the health hazards caused by the practice of open defecation. This led to frequent outbreaks of diseases in the villages. Despite the launch of the Swachh Bharat Mission by the government of India in October, 2014, the villagers were still unaware of the benefits of cleanliness and hygienic lifestyle. 4. Practice: The college took measures to promote adult literacy amongst the villagers. This made them aware about the necessity of education and led them to send their children to schools regularly. The college also conducted classes to make them financially literate. They were informed about the risks of chit-funds, alternate safe investment options, and insurances for their crops. They were also informed about the Pradhan Mantri Jan-Dhan Yojana, and the marriageable ages for boys and girls. They were also encouraged to build washrooms using funds allocated by the government. They were taught the benefits of practicing health and environmental hygiene, resulting in better health and a control in the spread of diseases. 5. Evidence of Success: There has been a considerable rise in the number of children enrolled in schools from the villages. The number of drop-outs of female students have also decreased and the villagers are not forcing their daughters to get married before the age of eighteen. The villages are now free of open defecation, spread of diseases has been curbed, and the villagers have opened bank accounts to save their hard-earned money and investing their money in safe schemes. 6. Problems Encountered and Resources Required: Initially the villagers were reluctant in acquiring literacy and it was difficult to convince them to not marry their daughters off before they reach the marriageable age set by the government. It was also a challenge to make them aware about the importance of banks as safe saving and investment options. However, with persistent efforts, these hurdles were overcome and the volunteers from the college were successful in bringing about a holistic change in the living condition of the villagers. Best Practice 2: 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, Maruti Suzuki (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). There has been a growth of 25 in campus placement since the last academic session. 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-the-art centre with all these facilities, aiding students in up-skilling themselves.

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-2019-20/

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 has a 'Certificate Course in Communicative English' that is job-oriented and caters specifically to students from rural and semi-urban backgrounds with a modest grasp of the English language. Its primary aim is to acquaint students with fundamental aspects of English, encouraging them to cultivate a penchant for utilizing suitable vocabulary and constructing accurate sentences, thereby fostering confident and open interpersonal communication. Moreover, the course facilitates an improved understanding of pronunciation, bolstering learners' confidence and paving the way for career success. The Certificate Course in Communicative English is open to all those who have passed the 2 (Intermediate) Examination and are studying at the undergraduate level in a college or university recognized by the U.G.C. The course aims at training students in both written and spoken communication

skills. In order to develop competence in written communication the students will be trained in guided compositions like letter writing, paragraph writing, report writing and précis writing. The students will be trained to understand and speak English language in day-to-day situations, class room discussions etc. The training in Spoken English will include the basic knowledge of English sounds (vowels and consonants), phonemic symbols weak and strong forms, pronunciation of common words. The role of language in communication is highlighted. Audio visual devices are used to teach the students various techniques of communication. Assessment in sessional, home assignments and Spoken English will be done by the teachers concerned and external expert. The course makes a positive social impact by creating students who are confident speakers and efficient writers.

Provide the weblink of the institution
https://mahishadalrajcollege.com/institutional-distinctiveness-2019-20/

8.Future Plans of Actions for Next Academic Year

1) To continue proper implementation of CBCS system introduced by the University through online mode. 2) To monitor Quality Assurance and Quality Enhancement Activities of the Institution. 3) To stimulate the academic environment virtually for promotion of quality in teaching-learning process. 4) To organize webinars and online lecture sessions by the IQAC for preparation of forthcoming NAAC accreditation schedule. 5) To facilitate continuous up-gradation and up-dating of knowledge amp use of software technology, especially keeping the pandemic in mind, by faculty and students. 6) Incorporation of Online Remedial Classes in the routine. 7) Proper mentoring of students and Online 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 (may be through online mode) and meticulously followed in every department. 10) Measures will be taken to prioritize the health of the employees and students of the institution. 11) Faculties and the students of the Institution will monitor the health related issues of the residents of adopted villages.