



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>MAHISHADAL RAJ COLLEGE</b>
• Name of the Head of the institution	<b>DR ASIM KUMAR BERA</b>
• Designation	<b>PRINCIPAL</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>03224240220</b>
• Mobile no	<b>8597396828</b>
• Registered e-mail	<b>rajcollegemahishadal@gmail.com</b>
• Alternate e-mail	<b>mahishadalrajcommunitycollege@gmail.com</b>
• Address	<b>P.O. and P.S. : Mahishadal, Dist.- Purba Medinipur</b>
• City/Town	<b>Garkamalpur</b>
• State/UT	<b>West Bengal</b>
• Pin Code	<b>721628</b>
<b>2.Institutional status</b>	
• Affiliated /Constituent	<b>Affiliated</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Rural</b>

• Financial Status	Grants-in aid																		
• Name of the Affiliating University	Vidyasagar University																		
• Name of the IQAC Coordinator	Dr. Subikash Mookherjee																		
• Phone No.	03224240092																		
• Alternate phone No.	8597396828																		
• Mobile	9432384180																		
• IQAC e-mail address	iqacmrc@gmail.com																		
• Alternate Email address	principal.mrc1946@gmail.com																		
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://mahishadalrajcollege.com/wp-content/uploads/2024/04/AQAR-2019-2020.pdf">https://mahishadalrajcollege.com/wp-content/uploads/2024/04/AQAR-2019-2020.pdf</a>																		
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes																		
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://mahishadalrajcollege.com/wp-content/uploads/2024/03/Academic-Calendar-2020-2021.pdf">https://mahishadalrajcollege.com/wp-content/uploads/2024/03/Academic-Calendar-2020-2021.pdf</a>																		
<b>5.Accreditation Details</b>																			
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>B</td> <td>71.00</td> <td>2007</td> <td>31/03/2007</td> <td>30/03/2012</td> </tr> <tr> <td>Cycle 2</td> <td>A</td> <td>3.03</td> <td>2016</td> <td>05/11/2016</td> <td>04/11/2021</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	B	71.00	2007	31/03/2007	30/03/2012	Cycle 2	A	3.03	2016	05/11/2016	04/11/2021
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to														
Cycle 1	B	71.00	2007	31/03/2007	30/03/2012														
Cycle 2	A	3.03	2016	05/11/2016	04/11/2021														
<b>6.Date of Establishment of IQAC</b>	15/06/2008																		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>																			

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Mahishadal Raj College - Deen Dayal Upadhyay Kaushal Kendra (DDU KK)	Running and Development of Bachelor in Vocational (B.Voc.) Courses	UGC	Received on 2019-20 Utilized on 2020-21	23,87,183
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>		<b>Yes</b>		
<ul style="list-style-type: none"> <li>Upload latest notification of formation of IQAC</li> </ul>		<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>		<b>4</b>		
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>		<b>Yes</b>		
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>		No File Uploaded		
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>		<b>No</b>		
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>				
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>				
<ul style="list-style-type: none"> <li>The IQAC has significantly monitored the preparation of Academic Calendar for the session 2020-21.</li> <li>It has also helped the Office in chalking-out different academic and co-curricular activities throughout the year, which ultimately paved the way for finalizing the College Activity Calendar.</li> <li>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.</li> <li>The IQAC of the</li> </ul>				

College took initiative to participate in NIRF ranking (for 2021) and to submit requisite data to AISHE. • 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.

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

Plan of Action	Achievements/Outcomes
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 through online mode and run smoothly	We have successfully introduced 3 new Add-on courses this year through online mode and these were purely choice-based. Certificates were sent online to 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. 23,87,183/- from the UGC and utilized as per their directives and the decision given by the GB.

### 13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body (GB)	22/12/2023

#### 14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020	14/02/2020

#### 15. Multidisciplinary / interdisciplinary

The multi-disciplinary or inter-disciplinary approach to teaching entails combining knowledge, concepts, and methodologies from several disciplines to produce a more comprehensive and linked learning experience. It is one of the best approaches in teaching. Multi-disciplinary approach encourages teachers to make connections across many disciplines rather than teaching courses in isolation, enabling students to perceive the interconnection of information to get a better understanding of the world around them. This approach involves teachers working together across different topic areas to create learning activities that combine abilities, and subject matter from other disciplines.

All the stake-holders of Mahishadal Raj College give emphasis on multi-disciplinary approach to impart knowledge and put stress in that direction. Add-on courses are so designed to include students from every stream for participation in value-based and technology-based courses. As for example, students of Humanities are regularly encouraged to take part in the courses of Basic Computer Skills or Remote Sensing. Students of pure sciences are motivated to enroll themselves in the courses of Wild-life or Bio-diversity. Students of Social Sciences are encouraged to pursue add-on courses on Skill Development, entrepreneurship or Course on GST Practices.

#### 16. Academic bank of credits (ABC):

Academic Bank of Credits (ABC) has been designed to facilitate the academic mobility of students with the freedom to study across the Higher Education Institutions (HEIs) in the country with an appropriate *credit transfer mechanism* from one programme to another, leading to attain a Degree or Diploma or PG-Diploma etc.

The registration of institutions and services will be a critical function of the academic bank of credit to run smoothly.

ABC shall deposit credits awarded by registered institutions into

students' accounts. The Academic bank credit(s) can only be shared from institutions, not directly from the student. Only credits submitted by an authorized institution will be accepted for storage and validation by the ABC. Major features of this ABC are -

- It allows academic institutions to lodge and maintain the integrity of the credits
- It maintains the authenticity and confidentiality of student credits
- It allows easy credit transfer through digital mode and
- It emphasizes faster credit recognition

Mahishadal Raj College has accepted this new ABC system since NEP is imposed. However, till date, no student is found willing to move to other institutions with their credit bank. If situation arises, respective departments of the student(s) will do accordingly and guide them to shift to other HEIs of their choice.

#### **17.Skill development:**

India, at present is recognized as one of the youngest nations of the world with over 50% of population under the age of 30 years. It is estimated that by 2025, India will have 25% of the world's total workforce. *It is also estimated by the same year half of the Indian population will be of working age which could give India edge over other developed countries. However, this may turn into a disaster if a majority of the working age population remains unemployable due to lack of skills.*

Since the days of Indian Freedom struggle Mahishadal Raj College has a strong bonding and linkage with the community and society as a whole, in the age of liberalization and globalization the college authority realizes the need to diversify its activities and to use its rich infrastructure to cope up with the changing needs of time and has tried to harness the full demographic dividend of the country by offering low cost and high quality education locally, that encompasses both vocational skills development as well as traditional coursework, thereby providing opportunities to the learners to move directly to the employment sector. The efforts and conceptualization was immediately recognized when University Grants Commission (UGC), has offered to start *One Year Diploma Community College Programme* in Automobile Servicing and Health Care trade in 2014.

Mahishadal Raj College is among the first 50 Community Colleges in India, established by the Government of India in December 2013 under the supervision of University Grants Commission, to materialize the dream of 'Skilling India' and expand vocational studies at the college level following the guidelines of *National Skills Qualification Framework* (NSQF). In the very next year, Mahishadal Raj College has imprinted its name in the annals of history of Indian academics, when our Honourable Prime Minister, in his historic 69th Independence Speech has declared the name of the college as Deen Dayal Upadhyay KAUSHAL Kendra, a Centre of Excellence in Skill Development to give further push to vocational education on a even larger scale. The Centre got the approval to pursue *Diploma, B.Voc & M.Voc* Courses in *Health Care, Automobile, Medical Laboratory Technology, Hospitality Management and Retail Management & Operations* under the affiliation of Vidyasagar University. There are more than 850 hundreds students studying B.Voc. Degree Courses in the above mentioned trades each year.

Mahishadal Raj College is the only Government Sponsored College in the state of West Bengal to get the residential training programme of DDUGKY in December 2020. The Programme is fully sponsored by the Ministry of Rural Development & Panchayati Raj, Government of India. The college is also the registered Vocational Training Provider (VTP) of Paschim Banga Society for Skill Development (Government of West Bengal) for imparting skill based training in as many as 19 trades ranging from Agriculture to Health Care. The college has successfully trained more than 2000 candidates in numerous NSQF aligned short term courses under the Utkarsh Bangla Scheme of PBSSD. The College is also an *Approved Testing Centre* of SDI Scheme under DGT, Ministry of Skill & Entrepreneurship, Government of India.

Mahishadal Raj College has become the first Government Sponsored College in the state of West Bengal to become the official Training Partner of National Skill Development Corporation (NSDC) in the month of June, 2020.

The objectives of such partnership can be listed as -

- To create skilled manpower for industry requirements at various levels. To Include the Excluded, giving the best to the least
- Matching Education with Employment, thereby enhancing employability of the students.
- To work for co-ordination between the higher education system



and industry to become a *Centre of Excellence for Skill Development* in specialized areas.

- Ensuring participation of Industries at all stages of training program to make them (a) Industry responsive (b) keep pace with technological advancements in Industry and (c) expanding its knowledge to produce improved workforce suitable for labour market emerging out of industrial scenario of the State.
- To up-skill general graduates of the college with some vocational skill as per industry requirement.
- To maintain '*Labour Market Information*' for respective regions in coordination with other government agencies and industry associations and

To develop and aggregate curriculum, content and learning materials for skills development in different sectors.

#### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

Indian Knowledge Systems (IKS) is an innovative cell under Ministry of Education (MoE) at AICTE, New Delhi. It is established to promote interdisciplinary research on all aspects of IKS, preserve and disseminate IKS for further research and societal applications. It will actively engage for spreading the rich heritage of our country and traditional knowledge in the field of Arts and literature, Agriculture, Basic Sciences, Engineering & Technology, Architecture, Management, Economics, etc.

Mahishadal Raj College is an integral part of Indian Knowledge System. We do sincerely patronise and upheld the true spirit of rich Indian heritage and culture for long. Here teaching is given in Indian languages, interactive sessions take place and students are motivated to perform their projects maintaining the values and ethics as prevailed in Indian culture. Online classes are organised regularly for moral up-liftment of the students by the faculties of Philosophy and Sanskrit departments, in collaboration with the IQAC of the College.

#### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

Outcome-based education (OBE) is education in which an emphasis is placed on a clearly articulated idea of what students are expected to know and be able to do, that is, what skills and knowledge they need to have, when they leave the school system. It is sometimes also called performance-based education and is an attempt to measure educational effectiveness based on results rather than on inputs



such as time students spend in class. The student learning outcomes constitute the criteria by which curriculum is developed or redesigned, instructional materials are selected, teaching methods are adopted, and evaluation is conducted.

Faculties and students of Mahishadal Raj College are familiar with the method of Outcome-based Education (OBE). Focus is placed towards that end so that our students get prepared for their academic progression and job placement thereafter. Governing Body of the College and the IQAC always put emphasis in that direction. Results of the students are analysed periodically, feedback mechanism from every available corner is collected and taken care-off.

## **20.Distance education/online education:**

Distance Education "is a process to create and provide access to learning when the source of information and the learners are separated by time and distance, or both." In other words, distance learning is the process of creating an educational experience of equal qualitative value for the learner to best suit their needs outside the classroom.

This emerging technology is becoming widely used in universities and institutions around the globe. With the recent trend of technological advance, distance learning is becoming more recognized for its potential in providing individualized attention and communication with students internationally.

Mahishadal Raj College is a popular centre for Distance Learning Education. Students from different working groups and from remote areas used to come over here for their thirst of knowledge. Till recently, it is a centre of Distance Learning Education under the approval of Directorate of Distance Education (DDE) of Vidyasagar University (V.U.). At present, there are two Post-graduate Courses in Bengali and English respectively, which are running successfully. Previously, till 2019, eleven PG courses (Bengali, English, Sanskrit, Applied Mathematics, Environmental Science, Chemistry, Zoology, Geography Commerce, History, and Political Science) were introduced at this centre time to time and run smoothly. Later, the university authority thought otherwise and except Bengali and English nine other DDE courses were discontinued from 2020 onwards.

## **Extended Profile**

### **1.Programme**

1.1

45

Number of courses offered by the institution across all programs during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>2.Student</b>		
2.1	4259	
Number of students during the year		
File Description	Documents	
Institutional Data in Prescribed Format	<a href="#">View File</a>	
2.2	1479	
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
2.3	1306	
Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1	140	
Number of full time teachers during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2	144	
Number of sanctioned posts during the year		

File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	78
4.2 Total expenditure excluding salary during the year (INR in lakhs)	165.19
4.3 Total number of computers on campus for academic purposes	113

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

At the beginning of the Academic session, under the supervision of the IQAC & the Academic Subcommittee, the Academic calendar is prepared following the academic calendar given by the affiliating University. Each department follows it and prepares a calendar of events. The routine committee prepares the Time Table (UG & PG) for the present academic session which is distributed to the respective Heads of the Departments and is displayed on the College website. The Principal, Coordinator, IQAC and the Academic subcommittee conducted a meeting at the beginning of the session to discuss the strategies for effective implementation of curriculum like fixing schedule for Internal Assessment, evaluation process, teaching-learning methods, implementation of PO & CO etc. Departmental Heads conducted meetings for preparation of departmental time table and distribution of syllabus. Following the class routine & topics allotted, respective teachers prepared their Annual Teaching Plan and conducted their online/offline classes accordingly. Teaching-Learning process was conducted online. Remote teaching was supplemented with webinars, Special & Extension lectures, Project, online Quiz, poster/paper presentations, publication of wall/e-magazines. Continuous evaluation like online class tests, mock tests, internal assessment etc. were conducted & preserved in the department, emails, Google Form, Google Drive.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	<a href="#">Nil</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Academic Calendar is one of the most important documents published on a regular basis by the College at the beginning of each academic session in order to give students an idea of the upcoming major curricular, co-curricular and extra-curricular activities in advance. This Academic Calendar outlines the tentative dates of (a) commencement of classes, (b) dates of Tutorial submissions, (c) dates of Internal Assessments, (d) dates of University Examinations, (d) list of holidays, (e) major College events, like Annual Sports, annual Prize, Annual Fest, Intra- College Competition and other Cultural events, (f) Parent-Teacher Meetings. The College makes every effort to ensure maximum compliance to the schedule mentioned in this Academic Calendar. Besides the Tutorial and Internal Assessments that are a part of the CBCS-based Term-End Examinations, individual teachers take revision tests, assignments in order to evaluate the understanding of students on topics taught. For Covid-19 tough everything is conducted online still the college provides students with academic Calendar. Thus, every pro-active effort is made to create an ambience in which students can constantly interact with all teachers to enrich themselves.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="#">Nil</a>

**1.1.3 - Teachers of the Institution participate in A. All of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**  
**Academic council/BoS of Affiliating University**  
**Setting of question papers for UG/PG programs**  
**Design and Development of Curriculum for Add on/ certificate/ Diploma**

## Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

### 1.2 - Academic Flexibility

#### 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

##### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

45

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

#### 1.2.2 - Number of Add on /Certificate programs offered during the year

##### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

5

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	No File Uploaded

#### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

426

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

### 1.3 - Curriculum Enrichment

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

The College lays immense emphasis upon imparting holistic education to its students. The teaching-learning process is further enriched by laying emphasis upon incorporating discourses on Ethics, Gender sensitivity, importance of conservation of Environment and the need for Sustainability. This is effectively done in two ways: (a) Apart from Core courses related to the mentioned topics some departments have opted for Discipline Specific Electives and skill enhancement courses that have the pre-mentioned points directly as part of the CBCS curriculum and (b) departments organize seminars/webinars, lectures, that impart knowledge about the afore-mentioned values. The Women Cell and the ICC address the complaints received if any as early as possible. Workshops and Seminars are organised under their every guidance in consultation with IQAC. The Anti Ragging Cell and the Prevention of Sexual Harassment Celle are also remain vigilant to address the problems raised. Four NSS units remain active in organising programmes for environmental sustainability.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

7

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

12

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="https://drive.google.com/drive/u/1/folders/1H0sx5r7-nN6BxpQ7KquiJlzneezzwRfy">https://drive.google.com/drive/u/1/folders/1H0sx5r7-nN6BxpQ7KquiJlzneezzwRfy</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded



**1.4.2 - Feedback process of the Institution may be classified as follows**

**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="#">Nil</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

1630

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

371

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

In all subjects internal assessment is part of the evaluation system of Vidyasagar University. On the basis of the results of internal assessment slow learners were detected and they were given special attention to do better. For assessing the learning levels of the

students belong to slow learners, departments took special classes through virtual mode on Google meet and Zoom. Tasks and assignments were sent by the teachers to the students and it has been corrected by the departmental teachers via e-mail and whatsapp for their improvement and rectification of their mistakes. On the basis of response at the class and the marks obtained at the internal assessment advanced learners are detected. Advanced learners were motivated and encouraged to participate in webinars workshops so that they can listen to eminent speakers in order to advance their knowledge and skill. Advanced learners of PG departments are motivated to appear at NET/SET examination.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1630	145

File Description	Documents
Any additional information	No File Uploaded

## 2.3 - Teaching- Learning Process

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

Students of the college were encouraged in experimental learning, participative learning and problem solving methodologies for enhancing learning experiences. Due to Covid 19 pandemic during 2020-2021 field visits and educational excursions were not possible. Students were encouraged and motivated to join and actively participate in these programmes. Under the guidance of Career Counselling Cell, a webinar was organized for enhancing student's learning experiences through participative learning. To enhance problem solving activities of the students, Environment Studies (ENVS) project and other departmental projects, which were practicable to be performed at home, were assigned to all 1st semester students. They attended virtual classes, prepared projects in consultation with their respective teachers and submitted the

same for online evaluation.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="#">Nil</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Most of the academic departments of Mahishadal Raj College follow ICT enabled teaching in addition to the traditional classroom education. About 06 classrooms and labs are ICT enabled with projectors installed and the campus is enabled with high speed wifi connection. Due to lockdown, teaching was fully conducted in online mode. The faculties used various ICT enabled tools to enhance the quality of teaching-learning like: They used Google meet or Zoom to conduct tests and for lectures. WhatsApp groups were used as platforms to communicate, make announcements, address queries, and share information. All departments conducted webinars, workshops and invited lectures on the new developments in the core subjects for effective teaching and learning by Industry experts and Alumni on Zoom platforms and also broadcasted the same on Youtube. In the departments of Commerce and Economics, SPSS, STATA, E-Views are extensively used. MATLAB, PYTHON are used for numerical laboratories in various science departments.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

2.3.3.1 - Number of mentors

140

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

140

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

30

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

1258

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Policies, procedures, rules and regulations regarding the Internal Assessment of the college were properly discussed with the students of every semester at the commencement of academic session. At present CBCS and semester pattern are introduced in all subjects. Continuous evaluation is mandatory in CBCS pattern. At the beginning of the academic session the question pattern and marking system were explained to the students. In all subjects, internal assessment is part of the evaluation system of Vidyasagar University and the marks obtained in this examination are taken into consideration by the University at the final award list. The committee prepares examination schedule for Internal evaluation. Slow learners were detected on the basis of such evaluation and necessary measures were taken for them. Finally faculty members uploaded marks of the internal assessment to the university portal. Due to Covid-19 Pandemic this year internal assessment were conducted through online mode. Doubts of students regarding examination were clarified by the teachers. The internal assessment is a part of the evaluation system of Vidyasagar University and the marks obtained in this examination were taken into consideration by the University at the final award list.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">NIL</a>

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

Students were made aware that internal assessment was part of the evaluation system of Vidyasagar University and the marks obtained in this examination were taken into consideration by the University at the final award list. Policies, procedures, rules and regulations

regarding the Internal Assessment of the college were properly discussed with the students of every semester at the commencement of academic session. Due to Covid-19 Pandemic this year internal assessment were conducted through online mode. At the beginning of the academic session the question pattern and marking system were explained to students. The college has developed a proper and efficient mechanism to deal with any kind of internal examination related grievances. Answer scripts of internal assessment were kept under the custody of respective department. If any error or discrepancy in any student's result is reported, teachers of the concerned department and college authority take steps within one week to redress student's grievances. Our college has a Grievance Redressal Cell where students' grievances can be reported. The academic sub-committee conducts meeting, analyses results and discusses if any grievance had been found and provides appropriate resolutions to those grievances. Feedback is collected from the students and parents regarding internal assessment and their suggestions are duly noted.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">NIL</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

For a developed and advanced teaching-learning system, it becomes undoubtedly necessary that both the teachers and students are informed clearly about the Programme Outcomes (PO), Programme Specific Outcomes (PSO), and Course Outcomes (CO) of the programmes offered by the institution. The clear picture of contents, scope, benefits and limitations of Programme Outcomes (PO), Programme Specific Outcomes (PSO), and Course Outcomes (CO) of the programmes enables the teachers to plan for whole teaching process and to implement the lecture delivery in an efficient manner. After explaining and communicating the outcomes to the students, the students understand that what they are studying and what will be their final learning outcomes after completing the entire course. Due to Pandemic during the session 2020-2021, at the commencement of class every department of the college properly communicated the Programme Outcomes (PO), Programme Specific Outcomes (PSO), and Course Outcomes (CO) of the programmes offered by the institution

and it was clearly displayed on the college website.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="#">NIL</a>
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Our college stresses prime importance on the evaluation of the performance of the students. By monitoring the attainment of Programme Outcomes (PO), Programme Specific Outcomes(PSO), and Course Outcomes (CO) of the programmes offered by the institution, our college regularly attempts to evaluate whether the students are able to achieve their goals. Answer scripts of internal assessments were kept under the custody of respective department. Award list of internal assessment and marks obtained at every semester i.e. the performance of each student were recorded by the faculty members of the concerned department. To summarize, for evaluation of attainment of learning outcomes internal assessment, class tests, tutorials, projects preparation are organized in a regular manner.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="#">NIL</a>

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1306



File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="#">NIL</a>

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

[https://drive.google.com/drive/folders/1WGMGLXJXav7DBdAhhnEKAR\\_sbqS8f9PD?usp=sharing](https://drive.google.com/drive/folders/1WGMGLXJXav7DBdAhhnEKAR_sbqS8f9PD?usp=sharing)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

#### 2.25

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

3

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://icssr.org/">https://icssr.org/</a>

### 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

NONE

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

34

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

7

File Description	Documents
URL to the research page on HEI website	<a href="#">NIL</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

##### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

18

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

9

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The world pandemic due to COVID-19 during the session 2020-2021 and the consequent lockdown has a major impact on social activities.

However, Mahishadal Raj College has active NCC and NSS units, and they accomplish their social responsibilities even during the lockdown period maintaining the COVID protocols. Different online events were organized for COVID awareness. The NCC units have distributed masks and sanitizers to the residents of the villages and neighbourhood of the college.

Republic Day was celebrated in 2021 maintaining the COVID protocols. The tree plantation programme was also organized to aware people of eco-friendly societal development.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

4

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

132

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.5 - Collaboration**

### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

#### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

7

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

#### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

19

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College has two well-developed campuses (of 11717.42 sq. metres) with five buildings dedicated towards updated teaching learning process. It is equipped with modern facilities and learning resources in terms of library, laboratories, computer centre, class room teaching, seminars, conferences and workshop to achieve academic excellence according to its vision and strategic

objectives. Sharing of laboratory facilities is also encouraged between faculties. Laboratories are equipped with necessary instruments, chemicals, soft-wares for the interest of students in resonance with the current syllabus.

The Central Library switched over to KOHA ILMS from SOUL. The users can access web OPAC through KOHA ILMS from this session. The Central Library is Open access and partly computerized with library software KOHA, 18.11 Web Version. The Central Library is almost inching towards fully automation. Computer Network Centres are updated with current version of System software and the hard-wares are also updated as per needs. Support facilities include a well-maintained canteen, auditorium, sports ground, sports room, swimming pool and a Gymnasium. Classes are scheduled for optimal utilization of the available physical infrastructure which include smart boards, LCD Projectors and Wi-Fi necessary to keep track with the current trends in teaching-learning.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

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

The institution gives utmost importance to the overall development of the students and organizes various sports, games, and cultural activities on campus regularly. The Institution maintains a big field for sports and games, Badminton Court and a Gymnasium with some necessary instruments. The college holds its Annual Sports Meet in the month of December or January every year. The college games room has indoor games like Carom and Chess, a table tennis board and other sports equipments which are purchased from the Development Grant. The college also provides for regular practicing of various throw and jump events. As far as the physical fitness section is concerned, the Gymnasium offers the students with various types of equipments. Besides this, the college also participates in various inter- college sports meets and has many prizes to its credit.



File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

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

07

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

10.27

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

- Name of ILMS software: KOHA
- Nature of automation (fully or partially): Partly

- **Version: Web Version 18.11**
- **Year of Automation: 2015**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="#">NIL</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**      **B. Any 3 of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**10150.00**

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

**35**

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

IT facilities have been updated in the college on regular basis. Also, new IT equipments have been ordered and purchased as per our requirements. Our computer laboratories have continuously been upgraded every year and new laboratories are set and installed with new subjects coming up and introduced. During the period of 2015 - 2017, the college was using 40 mbps bandwidth of internet speed in the campus and it was enhanced to 100 mbps bandwidth since 2018-2019. Faculty and Students can avail the Wi-Fi facilities 24x7, 365 days with a common user-Id. Internet facility is available in most of the classrooms, laboratories and the offices through Wi-Fi. Where high speed internet connectivity is required, wired connection through optical cable LAN services is provided to the identified departments. A dedicated computer center with 40 desktops is provided for browsing & accessing e-resources besides Computer Lab.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

#### 4.3.2 - Number of Computers

113

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

10.27

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

The Institution has started utilising the fund received from various scheme for purchasing sophisticated instruments for upgradation and setting up of new Laboratories, purchase of high-end books for disciplines involved and carrying out beyond-the-syllabus projects for under-grad and post-grad students. Because of the closure due to Pandemic, online Teaching-learning, exams related works, conducting certificate courses and other co-curricular and extra-curricular activities continued using latest technologies and apps. E-books and e-journals were accessed through INFLIBNET - N-LIST consortium by students and teachers. The physical, academic and support facilities are maintained by College teaching and non-teaching staff Support facilities include a well-maintained canteen, auditorium, sports ground, sports room, gymnasium, medicinal plants garden and a library including century old books, documents, journals and monographs. A few classrooms are equipped with smart boards, LCD Projectors and wi-fi necessary to keep track with the current trends

in teaching learning. Computers and Internet was regularly checked to keep them running during lockdown. The Institution has been sanitised regularly with automated machines by support staff during the period. Sanitizer machines have been installed strategically in the campus.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

1370

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

160

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="https://mahishadalrajcollege.com/">https://mahishadalrajcollege.com/</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

443

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

443

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student**

**A. All of the above**

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

44

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

191

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

03

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<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 university/state/national / international level (award for a team event should be counted as one) during the year**

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

0



File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

A student council unit is present in the college that contains students from various departments (including UG and PG sections) of the college. The students of this unit are divided into six categories based on their activities. 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 organize different types of events and competitions throughout the year according to their jurisdiction. There are student representatives in the college administrative body, e.g., academic board, Governing body, Admission Committee, Anti-ragging committee, Prevention of sexual harassment cell, Grievance redressal cell, etc. The student council unit also organize medical camps, e.g., Thalassaemia awareness camp, Blood Grouping camp, etc. They also organize freshers' welcome for first year students and farewell to the final year students. However, in the session 2020-2021, most of the activities were postponed due to COVID19 and consequent lockdown.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The institution has registered Alumni Association.

Number of enrolled alumni. 710

Alumni contribution during the year (in rupees): Nil

Activity:

a) COVID Awareness camp is arranged in the village and neighbourhood of the college.

b) Manufactured and Distributed Sanitizer Spray and masks to the local people with the help of Chemistry Department.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The college is determined to build an empathetic administration that ensures students' experience relating to the official work has stress-free and less time-consuming, campus-environment becomes cleaner and safe and the infrastructural facilities become up-to-date. The College wants to ensure a meaningful teaching-learning experience for both the teachers and the students by monitoring the teaching methodology and scrutinizing the teaching-outcome regularly; by upgrading the physical infrastructure, modernizing the teaching-aids and incorporating cutting-the-edge instruments in laboratories on regular basis and finally by prioritizing the placement of the students in higher education and job-market. The college always tries to inculcate a creative, socially aware and ethically sensitive self among the students by emphasizing on the co-curricular activities, focusing on the mental health and well-being of the students, promoting the value-based education and encouraging the students for participating in the extension activities. Teachers are represented in both the Governing Body and the IQAC of the college. The IQAC convenes meetings and makes decisions regarding initiatives for academic development and related activities. Resolutions are forwarded to the Governing Body/Administrator for necessary approval when required, and subsequently implemented through the Finance and Purchase departments. The planning and supervision of nearly all student-related activities are undertaken by various committees within the teachers' council.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The decisions are made in a decentralized manner, with sincere and

spontaneous support from members of various committees and sub-committees, starting from the Academic Council, the Finance Committee, the IQAC, and extending to the Governing Body. The Research Centre primarily receives guidance from the Steering Committee, Ph.D. Committee, and the Internal Research Committee of the College. During the pandemic-induced lockdown due to Covid, the teaching-learning process transitioned entirely to online mode, spearheaded by the Principal and IQAC. To ensure all teachers are well-equipped and effective in this new environment, the IQAC undertook proactive initiatives. The college arranged webinars on 'online teaching' in which most of the teachers participated. Additionally, teachers continued their participation in online Faculty Development Programmes organized by premier Human Resource Development Centres across India. The Boards of Studies (BOS) of various PG departments, including external members from the Parent University, significantly contribute twice a year to form panels of paper setters, examiners, and scrutinizers for the End Semester Examination (ESE). The Alumni Association maintains close ties with the College Administration and actively participates in various college activities, often providing significant financial support for the prosperity of the institution. Although there is no Student Union, members of the Student Council represent the student community and peacefully articulate their demands to the College Authority through amicable discussions with the Principal, IQAC, and senior faculties of the college.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- The institutional Strategic/ perspective plan is effectively deployed. The College has a well-structured curriculum development process, with the Principal serving as the academic and administrative head of the institution. Academic matters are decided by the Principal in consultation with the Academic Council, the IQAC, and all Heads of the Departments. The major policies of the College are set by the Governing Body. Prospective policies

? Continuous revision of syllabus and upgradation of teaching learning process. ? The IQAC is vigilant in maintaining quality

standards ? To complete total automation of admission, administrative processes and student database. ? To ensure Infrastructural growth in terms of classrooms, Laboratories, Books, Computers and instruments. ? Establishment of modern, well-decorated seminar hall? Total automation of the library and library up gradation ? To introduce new skill based courses ? To improve the teaching learning methods based on feedback ? Provision of mentorship by faculty members to look into overall expectations of students, the primary stakeholder.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Mahishadal Raj College is affiliated to Vidyasagar University, Midnapore, Paschim Medinipur. The administration of the college runs as per rules and regulations laid down by the Department of Higher Education, Government of West Bengal. Principal is the administrative, financial and academic head of the institution. The Governing Body is the highest decision-making body of the college, comprising of the Principal, teaching, non-teaching and student's representatives, government and university's nominees. Office of the Principal is engaged in different administrative and financial functions. Internal Quality Assurance Cell monitors a large number of issues associated with teachers and students, specially focusing on the academic affairs. Teachers' Council comprising of all the teachers of the college is engaged in different administrative, academic and co-curricular activities through various committees. There are some Special Duty Cells, mostly defined or suggested by the constitutional bodies like UGC, such as Students' Grievance Committee, Anti-ragging Cell etc. These cells are engaged in works beyond the regular activities of the college. Library plays a pivotal role in the academic sphere of the college. Recruitment and Promotional Policies The teachers are recruited through the West Bengal College Service Commission. The Commission recommends the names of the Teacher to appoint in the college and the Governing

Body/Administrator follow therecommendation. The probationary period is one year for them.Their promotion is based on the period of service and the API SCORE

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Link to Organogram of the institution webpage	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	<a href="#">View File</a>
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

Being the state-government employee, all the teaching and nonteaching staff of the college avail the General Provident Fund (GPF) scheme which presently gives 7.1% interest on the savings. If necessary, employees can take loan or may withdraw money from this account on non-refundable basis. There is also a health insurance policy, West Bengal Health Scheme, maintained by the Government of West Bengal. All the employees serving the college on substantive basis can avail this policy.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

### 6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

15

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Not Applicable

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

As a government institution the college receives funds from various institutions. Developmental grant is distributed amongst departments, Office etc. for enhancement of Academic and infrastructural facilities. Funds are optimally utilized for procurement of new facilities as well as maintenance of Old ones. As per requirement, the college also seeks financial assistance from different agencies of central government (UGC, RUSA etc.). Funds received from these sources are spent within stipulated time on specified heads and Utilization certificate is submitted to the concerned authority. Sometimes special Grants are also released by Government for purchase of Books and instruments or to organize Seminars or Commemorative programmes. Accordingly the college purchases books and instruments or makes a plan of action for Seminars/ Commemorative functions and implements it. IQAC, with the help of different academic committees functioning under the Teachers' Council, plays a pivotal role in this coordination.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

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

Academic session 2020-21 was badly affected by the pandemic. Colleges in the state were closed from 16th March 2020. But the college started its academic activities on the alternative modes from the 3rd week of March 2020. During 2020-21 academic session, classes and examinations were held as per timetable scheduled by the College and the university on the online platforms. Along with online teaching learning e-contents were developed. The whole process was planned, designed and supervised by the IQAC with help of Admission, Examination, Time-table and CBCS Committees of the college. As a parallel process of the regular academic activities the IQAC planned for a series of webinars involving all academic departments. The topics of the Webinars/ workshops covered multifarious dimensions organized by each of the 16 departments of the college either jointly or individually and also by various departments/ NSS/ Career Counselling Cell etc. Teachers and students were benefitted by these programmes and acquired the skill needed to combat the new situation. Under the supervision of the Students Activity Cell students organized webinars on different topics within or outside their syllabus.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

a) Constitution of academic committee that monitors and reviews the teaching-learning process, infrastructural facilities & methodologies of operations and learning outcomes at regular intervals.

b) The college used to receive feedback of Students, Parents and Alumni on academic activities and campus condition, syllabus, and overall college. In the pandemic situation the whole feedback process was organized on online platform. It has given a micro-level picture of the academic situation of the college with more clarity.

c) Necessary steps and remedial measures have been taken by the individual teachers and academic departments on the basis of the students' feedback and recommendations made by the academic committee.

d) During the lockdown period due to pandemic, students of the college could not avail the library facilities properly. The college took the initiative and arranged an alternative resource for the students. Teachers from various departments made e-contents and study material that were uploaded on the website or drives.

e) IQAC conducted meetings for admission process, mentor-mentee, Learning management system and Lesson planning.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="#">NIL</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

i. **Women's Day Celebration** - A webinar was organized on the occasion of International Women's Day on 08.03.2021 where Dr. Nabanita Bag Maiti and Prof. Sampa Mondal (Das) delivered talks on gender issues.

Dr. Nabanita Bag Maiti delivered a lecture on "Women in Indian Epics" and Prof. Sampa (Das) Mondal spoke on "Women in Indian Politics".

ii. An online workshop was conducted by Smt. Seuli Das, Panchayat Samiti and GB member, sensitizing students about gender discrimination and how to combat it on 26th January, 2021.

iii. An extension lecture on "Role of Women in Science and Technology - ISRO, a Case Study" was delivered by Dr. Priyanka Chowdhury, Assistant Professor of Physics, Bashirhat College, online on 5th September, 2020.

File Description	Documents
Annual gender sensitization action plan	<u>The college has a functioning Grievance Committee, Women's Cell and Internal Complaints Committee that resolve complaints filed by students promptly. CCTV cameras and security guards prevent any unfair activities on campus. The hostels also are protected spaces guarded by wardens, security guards, and CCTV cameras. There is a designated common room for girls who display helpline number of the Women's Cell of the police department as well as the college's helpline number.</u>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<u>a. Safety and security - YES - CCTV cameras b. Counseling - YES - Womens' cell c. Common Rooms - YES d. Day care center for young children - YES e. Any other relevant information</u>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

**Solid waste management - YES**

**Liquid waste management - YES (Septic tanks)**

**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. There are two 50 litres bins on each floor, one for biodegradable waste and the other for non-biodegradable waste. Non-biodegradable waste is handed over to vendors and biodegradable waste is converted to compost for medicinal plants.

**Liquid waste management:** The college has septic tanks which takes care of the liquid wastes and ensures that such wastes do not pose any hazard.

**e-waste management:** It is managed by a organisation named Hulladek

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution:** Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** **A. Any 4 or All of the above**

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college boasts of having students across different caste, class, linguistic community and creed. To provide an inclusive environment, the institution celebrates International Mother Language Day (21st February), and Rabindra Jayanti (8th/9th May) every year to foster the minds of young students learning tolerance and respect for different cultures and languages.

The NSS unit is actively involved in aiding the socially and economically underprivileged.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Mahishadal Raj College is a rural model where a majority section of the students belong to SC, ST, OBC, and other minority communities. The college periodically organizes seminars to sensitize students about minority communities so as to stop discrimination against them. Compulsory courses on Environmental Studies sensitize students about environmental ethics and prepare them to be environmentally responsible citizens. Days of national significances are commemorated through workshops and seminars to make the students aware of their duties as citizens.



File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<p><a href="#"><u>The world pandemic due to COVID19 during the session 2020-2021 and the consequent lockdown has a major impact on social activities. However, Mahishadal Raj College has active NCC and NSS units, and they accomplish their social responsibilities even during the lockdown period maintaining the COVID protocols. Different online events were organised for COVID awareness. The NCC units have distributed masks and sanitizers to the residents of the villages and neighbourhood of the college. The republic day was celebrated in 2021 maintaining the COVID protocols. The tree plantation programme was also organised to aware people regarding eco-friendly societal development.</u></a></p>
Any other relevant information	<p style="text-align: center;"><a href="#"><u>NIL</u></a></p>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**      **A. All of the above**

**4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution celebrates days of national and international significances. Days related to environment, feminine health, India's history, linguistic diversity, history of college, etc. are celebrated with sincerity.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

**Best Practice 1: Title of the Practice: DISTRIBUTION OF MASKS AND SANITIZERS TO COMBAT COVID-19 PANDEMIC**

**Best Practice 2: TO PROMOTE SOCIO-ECONOMIC DEVELOPMENT IN OUR ADOPTED VILLAGES AS PER OUR CAPACITY**

File Description	Documents
Best practices in the Institutional website	<a href="https://mahishadalrajcollege.com/best-practices-2020-21/">https://mahishadalrajcollege.com/best-practices-2020-21/</a>
Any other relevant information	<u>NIL</u>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college promotes and practices eco-centric learning and living through the following projects:

1. 'Abhay-Pukur' - a natural aquatic eco system.
2. Butterfly garden.
3. Dolphin Research Centre.
4. Chitin Research Centre.
5. Ornamental Fish Breeding Programme.
6. Herbal Aabir (Coloured Powder) Production.
7. Pollination Biology Centre.
8. Adoption of a Miyawak Forest.
9. Animal Rescue Centre.
10. Bioremediation Centre for Effluent Waste.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

At the beginning of the Academic session, under the supervision of the IQAC & the Academic Subcommittee, the Academic calendar is prepared following the academic calendar given by the affiliating University. Each department follows it and prepares a calendar of events. The routine committee prepares the Time Table (UG & PG) for the present academic session which is distributed to the respective Heads of the Departments and is displayed on the College website. The Principal, Coordinator, IQAC and the Academic subcommittee conducted a meeting at the beginning of the session to discuss the strategies for effective implementation of curriculum like fixing schedule for Internal Assessment, evaluation process, teaching-learning methods, implementation of PO & CO etc. Departmental Heads conducted meetings for preparation of departmental time table and distribution of syllabus. Following the class routine & topics allotted, respective teachers prepared their Annual Teaching Plan and conducted their online/offline classes accordingly. Teaching-Learning process was conducted online. Remote teaching was supplemented with webinars, Special & Extension lectures, Project, online Quiz, poster/paper presentations, publication of wall/e-magazines. Continuous evaluation like online class tests, mock tests, internal assessment etc. were conducted & preserved in the department, emails, Google Form, Google Drive.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	<a href="#">Nil</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Academic Calendar is one of the most important documents published on a regular basis by the College at the beginning of each academic session in order to give students an idea of the upcoming major curricular, co-curricular and extra-curricular

activities in advance. This Academic Calendar outlines the tentative dates of (a) commencement of classes, (b) dates of Tutorial submissions, (c ) dates of Internal Assessments, (d) dates of University Examinations, (d) list of holidays, (e ) major College events, like Annual Sports, annual Prize, Annual Fest, Intra- College Competition and other Cultural events, (f) Parent-Teacher Meetings. The College makes every effort to ensure maximum compliance to the schedule mentioned in this Academic Calendar. Besides the Tutorial and Internal Assessments that are a part of the CBCS-based Term-End Examinations, individual teachers take revision tests, assignments in order to evaluate the understanding of students on topics taught. For Covid-19 tough everything is conducted online still the college provides students with academic Calendar. Thus, every pro-active effort is made to create an ambience in which students can constantly interact with all teachers to enrich themselves.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="#">Nil</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective**

**course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

**45**

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

**5**

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	No File Uploaded

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

**426**

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

**1.3 - Curriculum Enrichment**

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

**The College lays immense emphasis upon imparting holistic**

education to its students. The teaching-learning process is further enriched by laying emphasis upon incorporating discourses on Ethics, Gender sensitivity, importance of conservation of Environment and the need for Sustainability. This is effectively done in two ways: (a) Apart from Core courses related to the mentioned topics some departments have opted for Discipline Specific Electives and skill enhancement courses that have the pre-mentioned points directly as part of the CBCS curriculum and (b) departments organize seminars/webinars, lectures, that impart knowledge about the afore-mentioned values. The Women Cell and the ICC address the complaints received if any as early as possible. Workshops and Seminars are organised under their every guidance in consultation with IQAC. The Anti Ragging Cell and the Prevention of Sexual Harassment Celle are also remain vigilant to address the problems raised. Four NSS units remain active in organising programmes for environmental sustainability.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

7

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

<b>1.3.3 - Number of students undertaking project work/field work/ internships</b>	
<b>12</b>	
File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>
<b>1.4 - Feedback System</b>	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>B. Any 3 of the above</b>
File Description	Documents
URL for stakeholder feedback report	<a href="https://drive.google.com/drive/u/1/folders/1H0sx5r7-nN6BxpQ7KquijlzneezzwRfy">https://drive.google.com/drive/u/1/folders/1H0sx5r7-nN6BxpQ7KquijlzneezzwRfy</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>B. Feedback collected, analyzed and action has been taken</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="#">Nil</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of students admitted during the year</b>	



1630	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>
<b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
371	
File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>
<b>2.2 - Catering to Student Diversity</b>	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
<p>In all subjects internal assessment is part of the evaluation system of Vidyasagar University. On the basis of the results of internal assessment slow learners were detected and they were given special attention to do better. For assessing the learning levels of the students belong to slow learners, departments took special classes through virtual mode on Google meet and Zoom. Tasks and assignments were sent by the teachers to the students and it has been corrected by the departmental teachers via e-mail and whatsapp for their improvement and rectification of their mistakes. On the basis of response at the class and the marks obtained at the internal assessment advanced learners are detected. Advanced learners were motivated and encouraged to participate in webinars workshops so that they can listen to eminent speakers in order to advance their knowledge and skill. Advanced learners of PG departments are motivated to appear at NET/SET examination.</p>	

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1630	145

File Description	Documents
Any additional information	No File Uploaded

### 2.3 - Teaching- Learning Process

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

Students of the college were encouraged in experimental learning, participative learning and problem solving methodologies for enhancing learning experiences. Due to Covid 19 pandemic during 2020-2021 field visits and educational excursions were not possible. Students were encouraged and motivated to join and actively participate in these programmes. Under the guidance of Career Counselling Cell, a webinar was organized for enhancing student's learning experiences through participative learning. To enhance problem solving activities of the students, Environment Studies (ENVS) project and other departmental projects, which were practicable to be performed at home, were assigned to all 1st semester students. They attended virtual classes, prepared projects in consultation with their respective teachers and submitted the same for online evaluation.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="#">Nil</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Most of the academic departments of Mahishadal Raj College follow ICT enabled teaching in addition to the traditional classroom education. About 06 classrooms and labs are ICT enabled with projectors installed and the campus is enabled with high speed wifi connection. Due to lockdown, teaching was fully conducted in online mode. The faculties used various ICT enabled tools to enhance the quality of teaching-learning like: They used Google meet or Zoom to conduct tests and for lectures. WhatsApp groups were used as platforms to communicate, make announcements, address queries, and share information. All departments conducted webinars, workshops and invited lectures on the new developments in the core subjects for effective teaching and learning by Industry experts and Alumni on Zoom platforms and also broadcasted the same on Youtube. In the departments of Commerce and Economics, SPSS, STATA, E-Views are extensively used. MATLAB, PYTHON are used for numerical laboratories in various science departments.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

140

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

140

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

30

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

#### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

##### 2.4.3.1 - Total experience of full-time teachers

1258

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

#### 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

Policies, procedures, rules and regulations regarding the Internal Assessment of the college were properly discussed with the students of every semester at the commencement of academic session. At present CBCS and semester pattern are introduced in all subjects. Continuous evaluation is mandatory in CBCS pattern. At the beginning of the academic session the question pattern and marking system were explained to the students. In all subjects, internal assessment is part of the evaluation system of Vidyasagar University and the marks obtained in this examination are taken into consideration by the University at the final award list. The committee prepares examination schedule for Internal evaluation. Slow learners were detected on the basis of such evaluation and necessary measures were taken for them. Finally faculty members uploaded marks of the internal assessment to the university portal. Due to Covid-19 Pandemic this year internal assessment were conducted through online mode. Doubts of students regarding examination were clarified by the teachers. The internal assessment is a part of the evaluation system of Vidyasagar University and the marks obtained in this examination were taken into consideration by the University at the final award list.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">NIL</a>

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

Students were made aware that internal assessment was part of the evaluation system of Vidyasagar University and the marks obtained in this examination were taken into consideration by the University at the final award list. Policies, procedures, rules and regulations regarding the Internal Assessment of the college were properly discussed with the students of every semester at the commencement of academic session. Due to Covid-19 Pandemic this year internal assessment were conducted through online mode. At the beginning of the academic session the question pattern and marking system were explained to students. The college has developed a proper and efficient mechanism to deal with any kind of internal examination related grievances. Answer scripts of internal assessment were kept under the custody of respective

department. If any error or discrepancy in any student's result is reported, teachers of the concerned department and college authority take steps within one week to redress student's grievances. Our college has a Grievance Redressal Cell where students' grievances can be reported. The academic sub-committee conducts meeting, analyses results and discusses if any grievance had been found and provides appropriate resolutions to those grievances. Feedback is collected from the students and parents regarding internal assessment and their suggestions are duly noted.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">NIL</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

For a developed and advanced teaching-learning system, it becomes undoubtedly necessary that both the teachers and students are informed clearly about the Programme Outcomes (PO), Programme Specific Outcomes (PSO), and Course Outcomes (CO) of the programmes offered by the institution. The clear picture of contents, scope, benefits and limitations of Programme Outcomes (PO), Programme Specific Outcomes (PSO), and Course Outcomes (CO) of the programmes enables the teachers to plan for whole teaching process and to implement the lecture delivery in an efficient manner. After explaining and communicating the outcomes to the students, the students understand that what they are studying and what will be their final learning outcomes after completing the entire course. Due to Pandemic during the session 2020-2021, at the commencement of class every department of the college properly communicated the Programme Outcomes (PO), Programme Specific Outcomes (PSO), and Course Outcomes (CO) of the programmes offered by the institution and it was clearly displayed on the college website.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="#">NIL</a>
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

### 2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Our college stresses prime importance on the evaluation of the performance of the students. By monitoring the attainment of Programme Outcomes (PO), Programme Specific Outcomes(PSO), and Course Outcomes (CO) of the programmes offered by the institution, our college regularly attempts to evaluate whether the students are able to achieve their goals. Answer scripts of internal assessments were kept under the custody of respective department. Award list of internal assessment and marks obtained at every semester i.e. the performance of each student were recorded by the faculty members of the concerned department. To summarize, for evaluation of attainment of learning outcomes internal assessment, class tests, tutorials, projects preparation are organized in a regular manner.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="#">NIL</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

1306

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="#">NIL</a>

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

[https://drive.google.com/drive/folders/1WGMGLXJXav7DBdAhhnEKAR\\_sbqS8f9PD?usp=sharing](https://drive.google.com/drive/folders/1WGMGLXJXav7DBdAhhnEKAR_sbqS8f9PD?usp=sharing)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

2.25

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

3



File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://icssr.org/">https://icssr.org/</a>

### 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

NONE

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

34

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

7

File Description	Documents
URL to the research page on HEI website	<a href="#">NIL</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

##### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

18

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

9

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The world pandemic due to COVID-19 during the session 2020-2021 and the consequent lockdown has a major impact on social activities.

However, Mahishadal Raj College has active NCC and NSS units, and they accomplish their social responsibilities even during the lockdown period maintaining the COVID protocols. Different online events were organized for COVID awareness. The NCC units have distributed masks and sanitizers to the residents of the villages and neighbourhood of the college.

Republic Day was celebrated in 2021 maintaining the COVID protocols. The tree plantation programme was also organized to aware people of eco-friendly societal development.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

4

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

132

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.5 - Collaboration****3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

7

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year****3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

19

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College has two well-developed campuses (of 11717.42 sq. metres) with five buildings dedicated towards updated teaching learning process. It is equipped with modern facilities and

learning resources in terms of library, laboratories, computer centre, class room teaching, seminars, conferences and workshop to achieve academic excellence according to its vision and strategic objectives. Sharing of laboratory facilities is also encouraged between faculties. Laboratories are equipped with necessary instruments, chemicals, soft-wares for the interest of students in resonance with the current syllabus.

The Central Library switched over to KOHA ILMS from SOUL. The users can access web OPAC through KOHA ILMS from this session. The Central Library is Open access and partly computerized with library software KOHA, 18.11 Web Version. The Central Library is almost inching towards fully automation. Computer Network Centres are updated with current version of System software and the hard-wares are also updated as per needs. Support facilities include a well-maintained canteen, auditorium, sports ground, sports room, swimming pool and a Gymnasium. Classes are scheduled for optimal utilization of the available physical infrastructure which include smart boards, LCD Projectors and Wi-Fi necessary to keep track with the current trends in teaching-learning.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

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

The institution gives utmost importance to the overall development of the students and organizes various sports, games, and cultural activities on campus regularly. The Institution maintains a big field for sports and games, Badminton Court and a Gymnasium with some necessary instruments. The college holds its Annual Sports Meet in the month of December or January every year. The college games room has indoor games like Carom and Chess, a table tennis board and other sports equipments which are purchased from the Development Grant. The college also provides for regular practicing of various throw and jump events. As far as the physical fitness section is concerned, the Gymnasium offers the students with various types of equipments. Besides this, the college also participates in various inter- college sports meets and has many prizes to its credit.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

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

07

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

10.27

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

- Name of ILMS software: KOHA
- Nature of automation (fully or partially): Partly

- **Version: Web Version 18.11**
- **Year of Automation: 2015**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for Additional Information	<a href="#">NIL</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**B. Any 3 of the above**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**10150.00**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Audited statements of accounts	<b>No File Uploaded</b>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

**35**



File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

IT facilities have been updated in the college on regular basis. Also, new IT equipments have been ordered and purchased as per our requirements. Our computer laboratories have continuously been upgraded every year and new laboratories are set and installed with new subjects coming up and introduced. During the period of 2015 - 2017, the college was using 40 mbps bandwidth of internet speed in the campus and it was enhanced to 100 mbps bandwidth since 2018-2019. Faculty and Students can avail the Wi-Fi facilities 24x7, 365 days with a common user-Id. Internet facility is available in most of the classrooms, laboratories and the offices through Wi-Fi. Where high speed internet connectivity is required, wired connection through optical cable LAN services is provided to the identified departments. A dedicated computer center with 40 desktops is provided for browsing & accessing e-resources besides Computer Lab.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

#### 4.3.2 - Number of Computers

113

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

10.27

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

The Institution has started utilising the fund received from various scheme for purchasing sophisticated instruments for upgradation and setting up of new Laboratories, purchase of high-end books for disciplines involved and carrying out beyond-the-syllabus projects for under-grad and post-grad students. Because of the closure due to Pandemic, online Teaching-learning, exams related works, conducting certificate courses and other co-curricular and extra-curricular activities continued using latest technologies and apps. E-books and e-journals were accessed through INFLIBNET - N-LIST consortium by students and teachers. The physical, academic and support facilities are maintained by College teaching and non-teaching staff Support facilities include a well-maintained canteen, auditorium, sports ground, sports room, gymnasium, medicinal plants garden and a library including century old books, documents, journals and monographs. A few classrooms are equipped with smart boards, LCD

Projectors and wi-fi necessary to keep track with the current trends in teaching learning. Computers and Internet was regularly checked to keep them running during lockdown. The Institution has been sanitised regularly with automated machines by support staff during the period. Sanitizer machines have been installed strategically in the campus.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1370

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

160

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>A. All of the above</b>
File Description	Documents
Link to Institutional website	<a href="https://mahishadalrajcollege.com/">https://mahishadalrajcollege.com/</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>443</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>443</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student</b>	<b>A. All of the above</b>

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

44

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

191

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

03

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<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 university/state/national / international level (award for a team event should be counted as one) during the year**

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

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

A student council unit is present in the college that contains students from various departments (including UG and PG sections) of the college. The students of this unit are divided into six categories based on their activities. 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 organize different types of events and competitions throughout the year according to their jurisdiction. There are student representatives in the college administrative body, e.g., academic board, Governing body, Admission Committee, Anti-ragging committee, Prevention of sexual harassment cell, Grievance redressal cell, etc. The student council unit also organize medical camps, e.g., Thalassemia awareness camp, Blood Grouping camp, etc. They also organize freshers' welcome for first year students and farewell to the final year students. However, in the session 2020-2021, most of the activities were postponed due to COVID19 and consequent lockdown.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

#### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The institution has registered Alumni Association.

Number of enrolled alumni. 710

Alumni contribution during the year (in rupees): Nil

Activity:

a) COVID Awareness camp is arranged in the village and neighbourhood of the college.

b) Manufactured and Distributed Sanitizer Spray and masks to the local people with the help of Chemistry Department.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs



File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The college is determined to build an empathetic administration that ensures students' experience relating to the official work has sle-free and less time-consuming, campus-environment becomes cleanlier and safe and the infrastructural facilities become up-to-date. The College wants to ensure a meaningful teaching-learning experience for both the teachers and the students by monitoring the teaching methodology and scrutinizing the teaching-outcome regularly; by upgrading the physical infrastructure, modernizing the teaching-aids and incorporating cutting-the-edge instruments in laboratories on regular basis and finally by prioritizing theplacement of the students in higher education and job-market. The college always tries to inculcate a creative, socially aware and ethically sensitive self among the students by emphasizing on the co-curricular activities, focusing on the mental health and well-being of the students, promoting the value-based education and encouraging the students for participating in the extension activities. Teachers are represented in both the Governing Body and the IQAC of the college. The IQAC convenes meetings and makes decisions regarding initiatives for academic development and related activities. Resolutions are forwarded to the Governing Body/Administrator for necessary approval when required, and subsequently implemented through the Finance and Purchase departments. The planning and supervision of nearly all student-related activities are undertaken by various committees within the teachers' council.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The decisions are made in a decentralized manner, with sincere and spontaneous support from members of various committees and sub-committees, starting from the Academic Council, the Finance Committee, the IQAC, and extending to the Governing Body. The Research Centre primarily receives guidance from the Steering Committee, Ph.D. Committee, and the Internal Research Committee of the College. During the pandemic-induced lockdown due to Covid, the teaching-learning process transitioned entirely to online mode, spearheaded by the Principal and IQAC. To ensure all teachers are well-equipped and effective in this new environment, the IQAC undertook proactive initiatives. The college arranged webinars on 'online teaching' in which most of the teachers participated. Additionally, teachers continued their participation in online Faculty Development Programmes organized by premier Human Resource Development Centres across India. The Boards of Studies (BOS) of various PG departments, including external members from the Parent University, significantly contribute twice a year to form panels of paper setters, examiners, and scrutinizers for the End Semester Examination (ESE). The Alumni Association maintains close ties with the College Administration and actively participates in various college activities, often providing significant financial support for the prosperity of the institution. Although there is no Student Union, members of the Student Council represent the student community and peacefully articulate their demands to the College Authority through amicable discussions with the Principal, IQAC, and senior faculties of the college.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- The institutional Strategic/ perspective plan is effectively deployed. The College has a well-structured curriculum development process, with the Principal serving as the academic and administrative head of the institution. Academic matters are decided by the Principal in consultation with the Academic Council, the IQAC, and all Heads of the Departments. The major policies of the College are set by the Governing Body. Prospective

policies

? Continuous revision of syllabus and upgradation of teaching learning process. ? The IQAC is vigilant in maintaining quality standards ? To complete total automation of admission, administrative processes and student database. ? To ensure Infrastructural growth in terms of classrooms, Laboratories, Books, Computers and instruments. ? Establishment of modern, well-decorated seminar hall? Total automation of the library and library up gradation ? To introduce new skill based courses ? To improve the teaching learning methods based on feedback ? Provision of mentorship by faculty members to look into overall expectations of students, the primary stakeholder.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Mahishadal Raj College is affiliated to Vidyasagar University, Midnapore, Paschim Medinipur. The administration of the college runs as per rules and regulations laid down by the Department of Higher Education, Government of West Bengal. Principal is the administrative, financial and academic head of the institution. The Governing Body is the highest decision-making body of the college, comprising of the Principal, teaching, non-teaching and student's representatives, government and university's nominees. Office of the Principal is engaged in different administrative and financial functions. Internal Quality Assurance Cell monitors a large number of issues associated with teachers and students, specially focusing on the academic affairs. Teachers' Council comprising of all the teachers of the college is engaged in different administrative, academic and co-curricular activities through various committees. There are some Special Duty Cells, mostly defined or suggested by the constitutional bodies like UGC, such as Students' Grievance Committee, Anti-ragging Cell etc. These cells are engaged in works beyond the regular

activities of the college. Library plays a pivotal role in the academic sphere of the college. Recruitment and Promotional Policies The teachers are recruited through the West Bengal College Service Commission. The Commission recommends the names of the Teacher to appoint in the college and the Governing Body/Administrator follow the recommendation. The probationary period is one year for them. Their promotion is based on the period of service and the API SCORE

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Link to Organogram of the institution webpage	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

Being the state-government employee, all the teaching and nonteaching staff of the college avail the General Provident Fund (GPF) scheme which presently gives 7.1% interest on the savings. If necessary, employees can take loan or may withdraw money from this account on non-refundable basis. There is also a health insurance policy, West Bengal Health Scheme, maintained by the Government of West Bengal. All the employees serving the college

on substantive basis can avail this policy.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

### 6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

15

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Not Applicable

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

As a government institution the college receives funds from various institutions. Developmental grant is distributed amongst departments, Office etc. for enhancement of Academic and infrastructural facilities. Funds are optimally utilized for procurement of new facilities as well as maintenance of Old ones. As per requirement, the college also seeks financial assistance from different agencies of central government (UGC, RUSA etc.). Funds received from these sources are spent within stipulated time on specified heads and Utilization certificate is submitted to the concerned authority. Sometimes special Grants are also released by Government for purchase of Books and instruments or to organize Seminars or Commemorative programmes. Accordingly the college purchases books and instruments or makes a plan of action for Seminars/ Commemorative functions and implements it. IQAC, with the help of different academic committees functioning under the Teachers' Council, plays a pivotal role in this coordination.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

#### 6.5 - Internal Quality Assurance System

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

Academic session 2020-21 was badly affected by the pandemic. Colleges in the state were closed from 16th March 2020. But the college started its academic activities on the alternative modes from the 3rd week of March 2020. During 2020-21 academic session, classes and examinations were held as per timetable scheduled by



the College and the university on the online platforms. Along with online teaching learning e-contents were developed. The whole process was planned, designed and supervised by the IQAC with help of Admission, Examination, Time-table and CBCS Committees of the college. As a parallel process of the regular academic activities the IQAC planned for a series of webinars involving all academic departments. The topics of the Webinars/ workshops covered multifarious dimensions organized by each of the 16 departments of the college either jointly or individually and also by various departments/ NSS/ Career Counselling Cell etc. Teachers and students were benefitted by these programmes and acquired the skill needed to combat the new situation. Under the supervision of the Students Activity Cell students organized webinars on different topics within or outside their syllabus.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

a) Constitution of academic committee that monitors and reviews the teaching-learning process, infrastructural facilities & methodologies of operations and learning outcomes at regular intervals.

b) The college used to receive feedback of Students, Parents and Alumni on academic activities and campus condition, syllabus, and overall college. In the pandemic situation the whole feedback process was organized on online platform. It has given a micro-level picture of the academic situation of the college with more clarity.

c) Necessary steps and remedial measures have been taken by the individual teachers and academic departments on the basis of the students' feedback and recommendations made by the academic committee.

d) During the lockdown period due to pandemic, students of the college could not avail the library facilities properly. The college took the initiative and arranged an alternative resource

for the students. Teachers from various departments made e-contents and study material that were uploaded on the website or drives.

e) IQAC conducted meetings for admission process, mentor-mentee, Learning management system and Lesson planning.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="#">NIL</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

i. **Women's Day Celebration - A webinar was organized on the occasion of International Women's Day on 08.03.2021 where Dr. Nabanita Bag Maiti and Prof. Sampa Mondal (Das) delivered talks**

on gender issues.

Dr. Nabanita Bag Maiti delivered a lecture on "Women in Indian Epics" and Prof. Sampa (Das) Mondal spoke on "Women in Indian Politics".

ii. An online workshop was conducted by Smt. Seuli Das, Panchayat Samiti and GB member, sensitizing students about gender discrimination and how to combat it on 26th January, 2021.

iii. An extension lecture on "Role of Women in Science and Technology - ISRO, a Case Study" was delivered by Dr. Priyanka Chowdhury, Assistant Professor of Physics, Bashirhat College, online on 5th September, 2020.

File Description	Documents
Annual gender sensitization action plan	<p><u><a href="#">The college has a functioning Grievance Committee, Women's Cell and Internal Complaints Committee that resolve complaints filed by students promptly. CCTV cameras and security guards prevent any unfair activities on campus. The hostels also are protected spaces guarded by wardens, security guards, and CCTV cameras. There is a designated common room for girls who display helpline number of the Women's Cell of the police department as well as the college's helpline number.</a></u></p>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<p><u><a href="#">a. Safety and security - YES - CCTV cameras b. Counseling - YES - Womens' cell c. Common Rooms - YES d. Day care center for young children - YES e. Any other relevant information</a></u></p>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

**Solid waste management - YES**

**Liquid waste management - YES (Septic tanks)**

**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. There are two 50 litres bins on each floor, one for biodegradable waste and the other for non-biodegradable waste. Non-biodegradable waste is handed over to vendors and biodegradable waste is converted to compost for medicinal plants.

**Liquid waste management:** The college has septic tanks which takes care of the liquid wastes and ensures that such wastes do not pose any hazard.

**e-waste management:**It is managed by a organisation named Hulladek

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and**

**C. Any 2 of the above**

distribution system in the campus	
File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded
<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>  <b>1.Restricted entry of automobiles</b> <b>2. Use of bicycles/ Battery-powered vehicles</b> <b>3.Pedestrian-friendly pathways</b> <b>4.Ban on use of plastic</b> <b>5.Landscaping</b>	<b>A. Any 4 or All of the above</b>
File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>B. Any 3 of the above</b>

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

<p><b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment</b></p> <p><b>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b></p>	D. Any 1 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

<p>7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).</p>
<p>The college boasts of having students across different caste, class, linguistic community and creed. To provide an inclusive environment, the institution celebrates International Mother Language Day (21st February), and Rabindra Jayanti (8th/9th May) every year to foster the minds of young students learning</p>

tolerance and respect for different cultures and languages.

The NSS unit is actively involved in aiding the socially and economically underprivileged.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Mahishadal Raj College is a rural model where a majority section of the students belong to SC, ST, OBC, and other minority communities. The college periodically organizes seminars to sensitize students about minority communities so as to stop discrimination against them. Compulsory courses on Environmental Studies sensitize students about environmental ethics and prepare them to be environmentally responsible citizens. Days of national significances are commemorated through workshops and seminars to make the students aware of their duties as citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<p><u><a href="#">The world pandemic due to COVID19 during the session 2020-2021 and the consequent lockdown has a major impact on social activities. However, Mahishadal Raj College has active NCC and NSS units, and they accomplish their social responsibilities even during the lockdown period maintaining the COVID protocols. Different online events were organised for COVID awareness. The NCC units have distributed masks and sanitizers to the residents of the villages and neighbourhood of the college. The republic day was celebrated in 2021 maintaining the COVID protocols. The tree plantation programme was also organised to aware people regarding eco-friendly societal development.</a></u></p>
Any other relevant information	<p><u><a href="#">NIL</a></u></p>

<p><b>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</b></p>	<p><b>A. All of the above</b></p>
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File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution celebrates days of national and international significances. Days related to environment, feminine health, India's history, linguistic diversity, history of college, etc. are celebrated with sincerity.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

**Best Practice 1:Title of the Practice:DISTRIBUTION OF MASKS AND SANITIZERS TO COMBAT COVID-19 PANDEMIC**

**Best Practice 2:TO PROMOTE SOCIO-ECONOMIC DEVELOPMENT IN OUR ADOPTED VILLAGES AS PER OUR CAPACITY**

File Description	Documents
Best practices in the Institutional website	<a href="https://mahishadalrajcollege.com/best-practices-2020-21/">https://mahishadalrajcollege.com/best-practices-2020-21/</a>
Any other relevant information	<a href="#">NIL</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college promotes and practices eco-centric learning and living through the following projects:

1. 'Abhay-Pukur' - a natural aquatic eco system.
2. Butterfly garden.
3. Dolphin Research Centre.
4. Chitin Research Centre.
5. Ornamental Fish Breeding Programme.
6. Herbal Aabir (Coloured Powder) Production.
7. Pollination Biology Centre.
8. Adoption of a Miyawak Forest.
9. Animal Rescue Centre.
10. Bioremediation Centre for Effluent Waste.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.3.2 - Plan of action for the next academic year

- 1) Focus on academic excellence
- 2) To facilitate continuous up-gradation of knowledge and use of

technology by faculty and students

3) Different steps for the quality initiatives of Academic and administrative concern through e governance at the institution level.

4) Upgradation of library facilities through online access of journals and e-books to teachers and students.

4) Integrating different e-learning and teaching platforms, online lectures, training programmes and seminars.

5) To organize awareness programmes on COVID 19 vaccination.

6) To hold more lecture programmes on Environmental issues for awareness among the students.