



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		MALDA COLLEGE
Name of the head of the Institution		DR. MANAS KUMAR BAIDYA
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03512-253705
Mobile no.		9734931801
Registered Email		maldacollege1944@gmail.com
Alternate Email		principalmc1944@gmail.com
Address		Rabindra Avenue,
City/Town		Malda
State/UT		West Bengal
Pincode		732101
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Semi-urban
Financial Status	state
Name of the IQAC co-ordinator/Director	PRABHAS CHOUDHURI
Phone no/Alternate Phone no.	03512253705
Mobile no.	9064522100
Registered Email	maldacollege1944@gmail.com
Alternate Email	iqacmaldacollege@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.maldacollege.ac.in/aqar.php
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.maldacollege.ac.in/academic-calendar.php

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.26	2015	03-Mar-2015	02-Mar-2020

6. Date of Establishment of IQAC

22-Apr-2013

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
International Seminar on use of ICT in Teaching Learning Practices 2018	24-Sep-2018 1	116

Students Seminar on Youth: Roles and Responsibility	24-Nov-2018 1	61
History of Communication And Present Perspectives	06-Oct-2018 1	61
Seminar on World Aids Day	20-Nov-2018 1	35
Students seminar on evolution of cinema	22-Feb-2019 1	94
One Day College Level Workshop On New Methodology	05-Apr-2019 1	45
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. Bidyut Nandi	Minor Research Project	UGC	2014 730	68664
Dr. N.C. Shaw	Minor Research Project	UGC	2013 730	8000
Smt. G. Saha	Seminar Grant	UGC	2016 730	30000
Dr U K Sarkar	Major Research Project	UGC	2012 1095	441086
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

1. Self developed LMS with personalised website of the teachers linked to the departmental website has been developed to cater to the academic needs of the students. Majority of the faculties are using self developed LMS to proper effect. 2. Functional linkage with two other colleges K.K. Das and Vijaygarh Jyotish Ray College has been established to enhance the quality of academic and administrative section of the college. 3. MoU has been signed with Biodiverse Farming Ltd. for conducting an Add On Course on ORGANIC GROWER under the scheme of Utkarsha Bangla, Paschim Banga Society for skill development. 4. Gender Audit, Green Audit and Academic Audit for the last five academic session has been done. 5. CBCS curriculum has been implemented as per UGB Guidelines form this academic session in all the Post Graduate Degree Programme.

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

Plan of Action	Achivements/Outcomes
Orientation programme for newly admitted students will be organised.	Orientation programme was organised for newly admitted students.
Central Computer Laboratory will be developed with about 80 computers.	Central Computer Laboratory has been developed with about 84 terminals.
Central Gymnasium will be built.	Central Gymnasium has been opened for students.
Waste management system will be revamped and improved	Waste management has been improved with help of English Bazaar Municipality.
NCC and NSS will be strengthened	NCC and NSS activities have increased.
Other quality initiative will be taken	i) Functional linkage with two other colleges K.K. Das and Vijaygarh Jyotish Ray College has been established to enhance the quality of academic and administrative section of the college. ii) MoU has been signed with Biodiverse Farming Ltd. for conducting an Add- On Course on ORGANIC GROWER under the scheme of Utkarsha Bangla, Paschim Banga Society for skill development. iii) Gender Audit, Green Audit and Academic Audit for the last five academic session has been done.
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Administrator	17-Mar-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	24-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Entire administration of the college is managed by a single ERP solution. From application to admission, counselling and fees payment, the entire process is purely through online system. To ensure inclusion of the students an Android app has been developed which is available at Google Playstore. The following modules have been implemented/work in process. 1. Online Admission Counseling, 2. Student Master Data Creation, 3. Accounts Module (work in process) 4. Admin Module (work in process) 5. Online Payment Integration 6. Student Information System 7. Student Fees management 8. Examination Marks Upload(work in process) 9. Integration of Student fees with accounts 10. Employee Data and payroll with PF Account(work in process) 11. Student , Faculty and Employee E Portal 12. Online eNotice 13. Android App for Students: a. Student information in Viewable mode. b. Attendance in Viewable mode. c. Student Fees in Viewable Mode. d. Notification for students. 14. Online Payment and Email Integration</p>

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Being an affiliated college, Malda College follows the curricula designed by University of Gour Banga. A number of faculty members of the college are in the Board of Studies of the university taking part in framing and modifying curricula as and when necessary. However, the post graduate section has

academic autonomy. The College ensures an efficient curriculum delivery in the following manner: • The IQAC prepares the Annual Academic Calendar at the beginning of the academic session where the various planned activities are marked. • Syllabus is distributed among the department's teachers and is displayed on the departmental website. Lecture Layout is prepared by each teacher and is prominently displayed on the faculty's webpage. The departments syllabus progression monitoring committee meets regularly to monitor the teaching learning process and takes remedial measures as and when necessary. • The academic Council in collaboration with IQAC prepares the central time table which is further modified by the departments. The time table is displayed on the department's notice board and websites. • Using various free online softwares and Apps the college has set up an improvised Learning Management system which the students can easily access using their smartphones. The faculty members have their personal website connected with the departmental website through study material is provided. • Internal test comprising of both conventional questions and MCQ is conducted regularly. The MCQ test is conducted through online mechanisms, as a result the result is published on the same day and the students' addiction to smartphone is channelised and used as a learning aid. • In consultation with the mentors the departments identify advanced and slow learners. Extra tasks and learning resources are shared with advanced learners, whereas remedial measures such as extra classes or personalized counselling by the teachers are done. As and when required parent teachers meeting is held to share the students progress with guardians. The ERP solution is linked to the college apps and websites using which the guardians can follow the students activity including attendance.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate Course On Organic Grower Under Utkarsha Bangla	NA	18/03/2019	9	Yes, the course will enable self employability and financial empowerment of small farmers through organic farming	Yes, latest scientific skills related to organic farming is transferred to the trainees.

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MA	BENGALI	01/07/2018
MA	ENGLISH	01/07/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MA	English	01/07/2018

MA	Bengali	01/07/2018
MA	History	01/07/2018

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

	Certificate	Diploma Course
Number of Students	50	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
ORGANIC GROWER	18/03/2019	17
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	GEOGRAPHY	24
BSc	BOTANY	99
BA	SOCIOLOGY	7
BA	EDUCATION	12
BA	HISTORY	29
BCom	ACCOUNTING	27
BA	POLITICAL SCIENCE	22
BSc	ZOOLOGY	30
MA	BENGALI	33
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>The college has a well maintained online mechanism for taking feedback from the stakeholders regarding the curriculum and teaching-learning mechanism. An online feedback system has been generated by the college authority where students judge the performance of the teachers. Both instant feedback and feedback at the end of the course is taken to ensure quality teaching. The students along with other stakeholders can constantly report their feedback and grievances regarding all aspects of academic and administrative functioning of the college. The college has both online and offline feedback mechanism through which the students can submit their grievances. The instant feedback system</p>

also enables the Principal to connect with the students' grievance and complaint without disclosing the identity of the student. The Grievance Redressal Cell looks into the matter along with Principal. Feedbacks from the Mentors are taken to identify advanced and slow learners. The feedback system is an integral part of the college ERP solution. On the basis of the feedback, modifications are done and future planning is made for further implementation.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2362	97	46	0	10

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
56	43	13	18	4	4
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

Students mentoring system is available in the College and the model for mentoring has been modified so that it is effective and in harmony with the ecosystem of the college. There is a core committee for mentoring which plans, regulates and guides the mentoring system. There are two types of mentors, "Internal Mentors" and "External Mentors". All the teachers of the Departments are "Internal Mentors" and one teacher from another department serves as "External Mentors". The students are assigned to the Internal Mentors. The Internal Mentors are mainly responsible for the mentoring. They also maintain a proper documentation of all mentees regularly. The external mentor tries to meet his/her assigned mentees at least once every month. The external mentors have a supervisory role. If the students face any problem with the internal mentor they may approach the external mentors or the core committee members. Through Mentoring system, the students are provided scope for opening their hearts to the teachers(acting as mentors) for any kind of issues related to study and day to day activities. The college has also organized sessions of a professional counsellor who helps the students during their needs.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
6063	56	108.27

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
70	56	14	2	24

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

A diagnostics test is arranged for the newly admitted students to get an idea about their literary background which also helps to identify the advanced and slow learners. The continuous Internal Evaluation is done through class test, Viva-Voce, Final test and Online MCQ test. The setting of question papers and evaluation process is done by the teachers. The result of the Test Examination is declared within stipulated period of time and measures for further improvements are discussed in the class by the teachers. Even Supplementary Test system has also been introduced for the slow learners to improve their chance of success in University Examinations. The results of the various tests of honours students are shared with parents and guardians through parent-teacher meetings. Evaluation of Field Project and dissertation papers are evaluated by the teachers of the concerned department. Due to Academic Autonomy in the PG Section, the evaluation procedure is controlled by the independent Examination Cell under the guidance of the Controller of Examination. Though the PG Section follows the syllabus framework of the affiliating university the whole evaluation process is controlled by the college. It has implemented CBCS system from the session 2018-19 and thus following semester system. Internal Assessment is done on the basis of class test, viva-voce, and presentation of Term Papers and so on. The evaluation of the End semester Papers are done by both Internal and External examiners.

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

Academic Calendar for the Undergraduate Programme of the college is prepared by IQAC in collaboration with Academic Council mentioning the tentative schedule of Test Examination, Class Tests, Holidays, Extra-departmental activities, Sports, Cultural events and many other extra-curricular activities in accordance to the affiliating University well before the commencement of the

academic sessions. The academic calendar is distributed to the students at the beginning of the session. The academic calendar acts as a road map for academic and extracurricular activities. The dynamic academic calendar also updates the students about the upcoming event regarding, seminar, field trips and continuous evaluation system. The departments also follow the centrally prepared academic calendar to conduct the Class tests, Test examination, Submission of Dissertation papers, practical examination, viva-voce and other forms of Continuous Internal Assessment. Whenever any changes in the schedule occurs especially the End-session University examinations, it is notified and informed to the students through website and ERP system as early as possible.

As part of the academic autonomy, the programme of Post Graduate course prepares their own schedule regarding the Continuous Internal Assessment and end semester examination keeping parity with the academic calendar of the affiliating University. The academic schedules are prepared by the BoS in collaboration with the Controller section Examination. Even the external assessments at the end of the semester are done as per the predefined schedule. The students are informed through the notification well ahead regarding the submission of dissertation papers and dates of viva-voce.

2.6 – Student Performance and Learning Outcomes

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

<https://www.maldacollege.ac.in/departmental-website.php>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
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2.7 – Student Satisfaction Survey

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

<https://www.maldacollege.ac.in/feedback-report.php>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	730	UGC	480000	76664
Major Projects	1095	UGC	1165800	441086
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Entrepreneurship	IQAC and Commerce	18/01/2019

Development		
College with Community towards sustainability	IQAC	17/01/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
1	Organic Grower	Govt. of West Bengal (Utkarsha Bangal)	NA	NA	18/03/2019
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Physics	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Sanskrit	1
Geography	1
Commerce	5
Political Science	5
History	2
English	13
Bengali	13
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	1	1	0
Presented papers	1	4	3	1
Resource persons	0	0	0	0
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
View File			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
EXTENSION ACTIVITY IN KHERIBARI	CERTIFICATE OF APPRECIATION	PASCHIMBANGA VIGYAN MANCHA	173
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

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

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

Nature of activity	Participant	Source of financial support	Duration
RESEARCH	SANTANU GUPTA	Nil	1
RESEARCH	SANGHAMITRA SINHA	Nil	1287
RESEARCH	NANIGOPAL KAPASIA	Nil	1095
Faculty Exchange	Aratrika Roy	Host College Fund	1
Faculty Exchange	Santanu Gupta	Host College Fund	1
Faculty Exchange	Kankan Sarkar	Host College Fund	1
Faculty Exchange	Dr. Manas Kumar Baidya	Host College Fund	1
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Faculty Exchange Programme	Linkage In The Direction Of Quality Initiatives	K.K.DAS COLLEGE	01/11/2018	31/12/2019	3
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
The University of Burdwan	27/05/2019	Conducting MA, MCom, MSc Under distance education mode	2348
BIO DIVERSE FARMING PRIVATE LIMITED	18/03/2019	Add-On Course On Organic Grower	20
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
25	11

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added

Class rooms	Existing
Campus Area	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Koha Integrated Library Management Software	Partially	19.05.00.000	2013

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	42850	9818052	322	65236	43172	9883288
Reference Books	800	400000	0	0	800	400000
e-Books	3135809	0	0	0	3135809	0
Journals	24	179673	0	0	24	179673
e-Journals	6237	0	0	0	6237	0
CD & Video	96	19925	0	0	96	19925
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. Manas Kr Baidya	Fundamentals of Accounting	College Website via google services	12/07/2018
Dr. Manas Kr Baidya	Fundamentals of Financial Accounting	College Website via google services	23/07/2018
Kankan Sarkar	Basic Statistics	College Website via google services	05/07/2018
Dr. Indrajit Chakraborty	Concept of FMOs	College Website via google services	22/04/2019
Kankan Sarkar	C/C Program	College Website via google services	18/07/2018
Dr. Indrajit Chakraborty	Carbocations Stability Fate	College Website via google services	23/04/2019
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	252	3	2	25	0	5	22	50	0
Added	37	1	2	0	0	0	0	50	0
Total	289	4	4	25	0	5	22	100	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Media Centre	https://drive.google.com/open?id=1AEeVjH_uk8xwSKxhDkEwHQJrZRMT1GCj

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
15.25	1802242	14.1	14711362

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

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. The College has a well organized and decentralized mechanism to maintain the physical, academic and support facilities. Different committees keeping sync with IQAC ensures the proper maintenance and utilization of the facilities as per the allocation of the budget. Maintenance of Academic Facilities The academic requirements regarding books, journals, developing study materials, IT facilities along with the budget are placed by the Departmental Head in the Academic council and IQAC. IQAC places the requisition to the Principal and then the Principal and Bursar forwards the issues to Administrator/Governing Body, Finance Committee, Tender Committee or any other relevant committee based on the requirements as per relevance. On production of proposal and budget for organizing seminars and workshops, the college allows fund and for National/ International Level, these are forwarded to relevant agencies for necessary actions. For all the non-lab based departments, annually 5000/- is sanctioned to purchase and maintenance of teaching aids while for lab based departments, the amount varies from 50000/- to 150000/- annually based on their requirement. College has purchase policy and tender notifications are done for the bulk purchase. Sometimes required goods are also purchased from local vendors according to requirement. Proper stock register is maintained. Maintenance of Physical Facilities Various sub-committees look after the maintenance of physical facilities. For any other maintenance related to electricity, plumbing, lab-machineries, auditorium, playground, building, hostel, gymnasium and canteen, the Sub committees in

coordination with the office arranges everything according to the demands raised by the departments and other units. Campus Cleaning The cleaning and gardening staff are in charge of keeping the campus (including classrooms, laboratories and playground clean) clean. NSS also takes an active part in keeping the campus clean and green. Green Campus Committee looks over the overall beautification of the college. IT infrastructure / Computer Facilities Maintenance and upgradation of the IT infrastructure are done by the Computer Repairing and Maintenance Committee. College has high performance server for numerical simulation / digital computation. Teachers are given training to ensure optimal utilization of ICT facilities. Sports Facilities The Sports Committee monitors the ground and equipment of sports and games are regularly maintained. The Gymnasium is maintained and monitored by the staff and Gymnasium Committee where the students regularly visit from 7.00 am to 10.00 am in the morning on all working days. Laboratory Facilities The laboratory equipment is maintained by the concern department staff or through hired technician. Chemicals, glassware and other instruments are maintained in the stock register for concern department. Library Facilities The library committee maintain the existing books and take decision about buying new books as per allocation of funds and demand of the books provided by the departmental Heads. Major decisions regarding the purchase of books, service ours are taken in the Library Committee meeting. Sufficient staff is engaged in the library for proper functioning and maintenance.

<https://www.maldacollege.ac.in/procedures-and-policies.php>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Institutional Scholarship	27	27000
Financial Support from Other Sources			
a) National	Various Scholarships	1946	47463000
b) International	0	0	0
View File			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Mentoring	01/07/2018	6063	All Teachers
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed

2018	Coaching for competitive examinations	337	384	5	2
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	10

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
SMC GLOBAL SECURITIES LTD.	16	2		0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	42
SET	23
GATE	8
GMAT	2
GRE	1
Civil Services	1
Any Other	85
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Sports	College Level	151
Cricket tournament	College Level	315
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	MINI MARATHAN	National	1	0	BNGH160075	TILAK MANDAL
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The student council actively participates in every aspect of the college. The activity of the student council is guided by the Guidelines framed by the Department of Higher Education, Government of West Bengal. Initially the Students Representatives' Or General Secretary were elected but now the Students' Council is active according to the Government Order No. 168 -ILC/OM-34L12017, dated 07.06.2017 The elected class representatives look after every parameter of the college and convey information from the college administration to the students. The students council takes an active role in student oriented activities through planning and execution in cooperation with Principal and other stakeholders. The General Secretary of the Students Council represents the students in the Governing Body, IQAC, Admission Committee, Library Committee, Students' Aid Fund Sub-Committee and such other administrative / academic committees of the institution. In different meetings the student representative places the demands of the students - academic, career-oriented, endowments, and so on. The Student council takes active participation in organising seminars, workshops and all kinds of extension activities in the college. The student council also takes active participation in organising extension programme at the Kheribari, the adopted village of the college. The student council strictly adheres to the rules and regulations of the college in maintaining attendance, proper discipline and following the norms regarding eligibility of University Examinations. As a role towards community student council organises Blood Donation camp, organizes Traffic safety week every year. The students organise Freshers welcome every year for the newly admitted students. They also actively organises college annual function, model exhibition, Teachers' Day celebration, cultural competition, Annual Social Programme, Annual Exhibition, Publication of Students' Magazine, Annual Sports etc. The Students' Council functions in consultation with the College authority as well as teachers of different Departments. Annual Magazine of the college is published in assistance with the Students' Council where the creative writings and articles of the students and teachers are published.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Malda College has glorious history of producing eminent academicians, scientists, corporate icons, playwright, actors, politicians and administrators. The alumni association of Malda College has been formed much earlier though the registration under the West Bengal Societies Registration Act, 1961 has been done on 21st June, 2019. Registration No. S0005035 of 2019-2020. Passout students can register themselves in the Alumni association at any time of the year through online or offline form IQAC and College Administration always stays in contact to regularize activities of the alumni association A reunion program involving all the alumni was organized on 26.01.2019 and the successful alumni are felicitated with memento in the reunion program. Renowned and

successful alumni visits the college and takes special classes, gives motivational lectures and shares insights of their experience of life after college to encourage the students. The Alumni Association takes an active role in enhancing cultural and professional ethics. The association helps in organizing cultural programmes and activities. In the year 2019, first departmental reunions has been organized by all the individual departments of the college on occasion of celebration of Platinum Jubilee. The alumni association of Malda College has taken responsibility of pisciculture of the pond in the college premises. The Alumni Association has been actively participating in the plantation programmes in the college premises. The alumni association donated sanitary tools and sewing machine in the adopted village "Kheribari". The Association has provided financial help to enhance extension activities and enhance the quality of education.

5.4.2 – No. of enrolled Alumni:

277

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

135024

5.4.4 – Meetings/activities organized by Alumni Association :

7

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The functioning of the participative management system is evident through the democratic nature of governance as the principal and conveners of various committees take decisions regarding implementation of any policy after the consultation of the members and stakeholders in meetings. Even the strategies and planning are run through various committees before allocation of funds and utilisation of resources. Case study 1 : Creation of Central computer laboratory
Creation of Central Computer Laboratory can be cited as an example of decentralized and participative management as it has to go through the following bodies - A need had been felt for long for a central computer laboratory and on many occasions teachers had pointed out its needs during the meeting of Teachers Council. Keeping in view the popular demand the BCA Monitoring Committee adopted an resolution for the creation of such laboratory in its meeting held on 6th October 2018. The Resolution of BCA Monitoring Committee was forwarded to the Administrator and the Honourable Administrator adopted a resolution on 12th February 2019. On the basis of the above two resolutions the Finance Committee adopted an resolution on 3rd June 2019. After being approved through proper channel the work was executed by the Computer repair and maintenance Committee. The Central Computer Laboratory was inaugurated on 6th September 2019. Case study 2: Buying of Books in Library
With the implementation of CBCS in PG section in the current session and to be implemented in UG section from the upcoming session, lots of books were required to be bought with the change in the curriculum. The buying of the books are done in a decentralized manner. At first list of required books were asked from the respective departments and HoDs have provided in discussion with the departmental faculty members. After that a central list of books was prepared according to the need and budget allotted. Estimated cost of the books was provided to the Finance Committee. After the sanction of the amount , tender was made for buying the books through Tender Committee.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	Being an affiliated college, curricula designed by affiliating university is followed. Some faculty members take part in framing and modifying the university prescribed curricula. Post graduate section has academic autonomy. Lecture Layout is displayed on the faculty's webpage. The department's syllabus progression monitoring committee monitors and takes remedial measures. Students choose the optional papers and extracurricular activities as per prescribed syllabus. The students are also allowed to choose desirable subject combination during admission. College has introduced three certificates courses and two courses on Gender Sensitization and Human Values Professional ethics. Feedback from the stakeholders regarding the curriculum is taken.
Teaching and Learning	Students are identified as advanced and slow learner through interaction in class and with mentors and diagnostic tests. Various initiatives are taken by the college to enhance participative and experiential learning by arranging seminars, workshops, extracurricular activities, sports and cultural events, field trips, extension activities etc. Well equipped laboratories, computer lab, library, smart and ICT enabled classroom improves teaching learning. Effective "LMS" and online e-learning materials used. Special effort to complete the syllabus within time and remedial classes are taken. Special lectures are delivered by visiting lecturers. Subject prospect, courses and programme outcome are sharfed via website.
Examination and Evaluation	The evaluation process of the college has been made keeping the benefit of the students in mind as online tests are taken to prepare them further for competitive exams for jobs. The college tries to maintain transparency in Continuous Evaluation System.
Research and Development	The College has a Research and

Consultancy Cell. The College publishes two bi-annual peer-reviewed research journals : Indian Journal of Multidisciplinary Academic Research (ISSN: 2347-9884), multi-disciplinary journal published by Research and Consultancy Cell, Malda College, Malda. Exploring History (ISSN: 0975-1521) published by the Department of History (since 2005). Budding Exposure (ISSN: 2454-6429) is a journal of Social Sciences and Humanities published by Post Graduate Faculty. The Central Library is also registered under (N-LIST) which is also very helpful for research.

Admission of Students

The students are admitted through purely online mode under the supervision of Admission Committee which comprises of both teaching and non teaching staff. The entire process is mobile friendly and students can complete the entire process including payments through their mobile phone. The students first come to college on the day of commencement of Classes and physical verification is conducted on the same day. A PDF copy of an elaborate prospectus cum admission manual is made available. All student support during admission is offered through online mode.

Human Resource Management

For the improvements of the human resources of the college, along with regular classes practical and field works, faculty members are encouraged to participate in seminars, symposiums, conferences, workshops, faculty exchange programs with other institutions and to do their research works. Nearly 48 committees have been formed on the basis of interest and expertise of the staff in a participative way. Recruitment of Permanent Faculties and teaching assistants is governed by the State Government. The College has filled up the staff shortage by Part-time, Contractual and Guest Faculties and staff. They are being always encouraged to develop their capacities. The new faculties are always free to go for Refresher Courses, Orientation Courses, Workshops, Seminars and Conferences. For digital work and proper implementation of ERP modules, the college arranges time to time various

hands-on training programmes for collaborative work. Application of ICT in teaching learning and administrative practices is the priority of the institution. For this and for proper implementation of ERP modules, the college arranges time to time various hands-on training programmes for collaborative work. College authority proposes to administrator for rewarding non teaching staff for their devoted work.

Industry Interaction / Collaboration

1. Since 2015 some faculty members of the college have been instrumental in formation of Farmer Producer Companies (FPCs) and Farmer Interested Groups (FIGs) following the Indian Companies Act, 2013 with the local adivasi marginal farmers to organize integrated organic farming with allied processing. An FPO has been formed in 2015 named Malda Farmer Producer Company Limited with more than 40 FIGs under the company. 2. Through the development of the process of organizing organic practices an Add-On course on Organic Grower following the guidelines of Skill Development India has been started with the technical support from Bio Diverse Farming Pvt. Ltd. through a Memorandum of Understanding on 18 March, 2019. Bio Diverse Farming Pvt. Ltd. is the Registered Training Provider of Utkarsha Bangla Project under the Ministry of Technical Education and Training and Skill Development, Government of West Bengal. Farmers and interested persons in organic farming including teachers, ex and running students have participated in the course. For practical classes the trainees are using the land including the pond of the college campus. Cultivation of mushroom has been started in the campus in collaboration of the project. Further to innovate the act of Malda College as to coordinate the production and distribution of the products of ongoing organic practices through a counter of organic products at Malda College and thus creating a direct social relationships between consumers and workers of organic practices. 3. Local entrepreneurs and resources persons of the research institutions of the state and central governments and experts from retired and in-service alumni are

frequently invited to share their experiences and the faculty members and students are being organized to visit the production and research sites.

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

E-governance area	Details
<p>Planning and Development</p>	<p>ERP has been developed. Each student has a login ID for online portal. The college website was made mobile friendly and upgraded. All databases generated from the admission process, KYC, KYT and KYF, KYA using various forms are highly instrumental for taking appropriate programs on planning and development. Every event is being recorded online with brief reports, photographs and other documents.</p>
<p>Administration</p>	<p>All teachers and teaching assistants are provided employee codes to enter into their related field of activities using ERP. An online teachers' diary is developed where every faculty can record their daily activities and publication details which will be evaluated during their Career advancement scheme. An online students app was developed containing a digital Identity card of the students, online payment link for the students, online attendance etc Electronically controlled Biometric attendance for all teachers and employees is introduced.</p>
<p>Finance and Accounts</p>	<p>The entire Finance and accounts of the college are integrated under one umbrella with the implementation of ERP Solution. The major advantage gained by the college was proper maintenance of the ledger book online, Bank reconcile statement, voucher record, Balance sheet, Income expenditure report, receipt payment and other financial aspects. All the parameters can be visible at a glance. The entire admission fees payment by the students was made online using SBI Collect, Bill desk and Axis Pay Payment gateway.</p>
<p>Student Admission and Support</p>	<p>For online admission and counseling Enterprise Resource Planning (ERP) was implemented with the technical guidance of JIL Information Technology Ltd. (JILIT), an ISO 9001:2015, ISO 27001:2013 and CMMI Level 3 certified company (http://www.jilit.co.in/contact.html). It enabled all the data of the students</p>

to be collected in an integrated manner. The document verification system was also made more transparent. The students were made aware about any necessary information through email developed by the ERP Solution. Students were automatically assigned student ID after completion of the entire process of admission. The scholarship module also helps in providing support.

Examination

Test Examination was conducted in central online MCQ mode using google forms. The university examination marks of every student were incorporated in the online system. The preparation of examination is also supported by e-technology through google classroom, online MCQ test, online exchange of information, resource materials through departmental website, online use of library, inflibnet through annual subscription, integration of existing question bank for online availability, searching of books in central library, etc. The database of evaluation and management of Controllers of Examination of the PG section are maintained through the ERP.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr. Anjan Kumar Chandra	NA	Indian Association Of Physics Teachers	500

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Training On ERP Admission Module And Verificati	Training On ERP Admission Module And Verificati	13/08/2018	13/08/2018	102	1

	on	on				
2018	International Seminar On The Application Of ICT In Teaching Learning Practices	NA	24/09/2018	24/09/2018	98	0
2019	TRAINING ON MAKING PERSONAL WEBSITE	NA	02/01/2019	02/01/2019	54	0
2019	TRAINING ON MAKING ONLINE MCQ	NA	03/01/2019	03/01/2019	95	0
2019	ORIENTATION PROGRAMME FOR ASSISTANT PROFESSOR	NA	06/05/2019	06/05/2019	14	0
2019	ORIENTATION REGARDING CAS	NA	08/05/2019	08/05/2019	26	0
2019	NA	TRAINING ON ERP OFFICE MODULE	12/06/2019	12/06/2019	0	14
2019	WORKSHOP ON NAAC ASSESSMENT: NEW METHODOLOGY	NA	05/04/2019	05/04/2019	62	0
2019	UNIVERSITY LEVEL WORKSHOP ON CURRICULUM ENRICHMENT : TOWARDS QUALITY EDUCATION WITH SPECIAL FOCUS ON CHOICE BASED CREDIT	UNIVERSITY LEVEL WORKSHOP ON CURRICULUM ENRICHMENT : TOWARDS QUALITY EDUCATION WITH SPECIAL FOCUS ON CHOICE BASED CREDIT SYSTEM	12/06/2019	12/06/2019	57	67

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
co- operative society , timely approval of leaves, PF contribution and Group Insurance	co- operative society , timely approval of leaves, PF contribution and Group Insurance, Festival Bonus	Charity Fund, Student Health Home, Various Students Scholarship

6.4 – Financial Management and Resource Mobilization

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

The college conducts internal and external audits for each financial year. The internal auditor is approved by the governing body/ Administrator of Malda College carried out with the assistance of the accounts section under the guidance of Bursar, Accountant and Head Clerk. All the financial details are minutely studied by the auditors and recommendations are provided. The college takes special care to implement the recommendation from the next financial year. The external / statutory auditor is appointed by the Department of Higher Education, Government of West Bengal. The external audit has been completed from the financial year 2018-2019.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Various non government funding agencies /individuals	669556	Seminars, Inter-departmental Cricket Tournament, Inter- school and college sports, Inter- departmental model exhibition and competition, Drama Festival on occasion of Platinum Jubilee Celebration
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6.4.3 – Total corpus fund generated

16033638

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Team of 3 College Principals from Kolkata		
Administrative	Yes	Team of 3 College Principals from Kolkata		

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

NA

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

1) TRAINING ON ERP ADMISSION MODULE AND VERIFICATION 13/08/2018 2) TRAINING ON ERP OFFICE MODULE 12.06.2019 3) UNIVERSITY LEVEL WORKSHOP ON CURRICULUM ENRICHMENT : TOWARDS QUALITY EDUCATION WITH SPECIAL FOCUS ON CHOICE BASED CREDIT SYSTEM 12/6/2019.

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

1. College has introduced 4 add on Courses. 2. Online MCQ has been introduced for students. 3. The college has recently developed a low budget Central Computer Lab to provide computer literacy in a better manner. 4. College has developed indoor sports facility and gym in the year 2018. 5. College adopted a village namely KHERIBARI. 6. Classes on Human Values Professional Ethics has been started. 7. Celebration of Platinum Jubilee. 8. Construction of separate Science Block has been started. 9. Increasing of ICT enable Classroom. 10. Extension of Library Building. 11. Girls Hostel was made with 72 seat capacity. 12. Implementation of ERP. 13. Fully Computerized Library. 14. Digitalization of Books in Library and Accession of Books through remote access (KOHA). 15. 100 online fees collection. 16. Framing of Well structured internet network in the campus using hardware firewall (UTM) through fibre optics. 17. Mobile App for Malda College Students and staff. 18. Self Developed LMS. 19. Two research Journals. 20. Green Campus Initiative. 21. Online attendance and Online Feedback.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International women's day 2019	08/03/2019	08/03/2019	70	6

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

Percentage of power requirement of the University met by the renewable energy sources
Organic Growers course started to increase environmentally sustainable and organic agricultural practices.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Any other similar facility	Yes	1
Ramp/Rails	Yes	4

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for the Teachers	28/02/2018	Every teacher has to obey the orders of the Principal of the College. Teachers must be aware that their workload is 40 hours a week even though their maximum class hours are only 16 a week for Associate professors and 18 hours per week for Assistant professors. Teachers are expected to be present on the college campus at least 30 minutes before any Examination starts in the college campus for which his/her duty is assigned.

The prior intimation to the Principal is required (at least a day in advance) while availing any leave. Teachers should sign the attendance register while reporting for duty. Staff members are encouraged to write textbooks, publish articles in reputed Journals and present papers in Seminars and Conferences. Any change in the class routine must be reported to the Principal in writing. Teachers are expected to take up extra classes for students in the context of Career Oriented Programmes. All department meetings of Teachers shall be held only after 2.30 p.m. and not during class hours. No department staff meeting should be held at the cost of class hours. The College Authority expects all staff members to work as a team in institution-building and in upgrading our institution into one of Excellence in Higher Learning. Each Department must conduct at least one/two meeting(s) every month. No teacher shall send circulars/distribute handbills to the staff, organize meetings in the campus without permission from the Principal. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere. All staffs will adhere strictly to the laws and regulations of the college.

Code of Conduct for the Non-Teaching Staffs

28/02/2018

Every staff has to obey the orders of the

Principal of the College. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached. Non-Teaching staffs must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere. The prior intimation to the Principal is required (at least a day in advance) while availing any leave. Non-Teaching staff shall not leave the College premises without permission before 4.30 p.m. Non-Teaching Staff assigned to Laboratories should keep the Labs clean, maintain the equipments properly and help the teacher during practical class. Every non-teaching Report to duty at least 30 minutes in advance. All non-teaching staffs must maintain honesty, integrity, fairness in all activities. All non-teaching staffs will avoid social networking sites such as Facebook, Whatsapp, etc during the working hours. All non-teaching staffs will respect and maintain the hierarchy in the Administration. All non-teaching staffs will exercise self-discipline and restrain at all times and deal positively with staff, students and the general public. Each staff will remain on duty during college hours. All staffs will adhere strictly to the laws and regulations of the college.

Principal

out a policy and plan to execute the vision and mission of the college. The principal will remain fair in his disciplinary actions for all the members of faculty, non-teaching staff and students. The Principal will always encourage all his staff and students to reach their maximum potential. The Principal will monitor and manage to take remedial measures/actions based on stakeholders' feedback. The Principal will ensure all his staff members and students to be remain aware of rules, policies, and procedures laid down by the college. The Principal will recommend and forward communication to the higher authority of the college (Governing Body/Administrator). The Principal will take necessary action to execute qualitative and quantitative work for the welfare of the institution. The Principal will listen the students' idea and will set up accordingly the supportive tone.

Code of Conduct for the Students

08/01/2018

Every student must carry his/her identity card while being present on the College Premises. Every student is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general. Every student will remain answerable to the college authority for his/her activity and conduct on the College Premises. Any act which obstructs teaching, research, administrative activity and other proceedings of the college is strictly

prohibited. Chewing paan, paan masala, gutka or any other tobacco products, smoking or consumption of any other intoxicating products is strictly prohibited. Playing cards, spitting and loitering are strictly prohibited inside the college hostel campus and shall invite severe punishment/disciplinary action. Use of Cell phones is strictly prohibited during class hour. Attempted or actual theft of and/or damage to property of the College, or property of a member of the College community, or other personal or public property, on or off campus will be considered as a punishable act. During leisure hours, students are advised to use the library as maximum as possible. Students should handle the college properties with care. Damage to the furniture or any other materials may lead to penalty or suspension from the college. Indulging ragging, anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostel are strongly prohibited as well as punishable. Without the permission of the Principal, Students are not allowed to circulate any printed materials within the college campus. Latecomers will not be entertained to enter into the classroom. A student should maintain at least 75 attendance in the Lectures of every subject

and 100 overall performance. Otherwise, he or she will be debarred from the University Examination. Students are required to check the Notice Board and also website of the college for important announcements.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
View File			

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

Plantation Program Initiative taken for solid, liquid and e-waste management in eco-friendly manner Rain water harvesting and ground water recharging Using LED lights Add-on course emphasizing on recycling the organic wastes generated in the college.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice - 1: Title : Use of Information and Communication Technology (ICT) in Teaching-Learning and Administrative Practice
Objective of the practice: Use of ICT makes mutual learning faster, easier, more concentrated, broader and deeper resulting in better understanding and efficiency in the domain of knowledge and skills ICT based teaching-learning provides students with all necessary and desired information at anywhere anytime basis. Moreover it is cost-effective and time-effective. Learning through ICT enabled audio-visual media becomes more effective as students get interest and helps in remembering. 100 percent online admission system, online fees payment, online attendance, feedback and other academic and administrative activities making the system more transparent. For generating a database of all students and other stake-holders for future reference. **The Context:** Teaching-Learning has been re-conceptualized over the last few decades to recognize the social construction of knowledge and meaning in context. Learning is now perceived not so much as a passive activity with knowledge transmitted from the teacher to the learner, but with the learners actively constructing knowledge and solving problems individually or collaboratively in authentic contexts. Turning the use of smart phones by the students towards academic orientation. The college authority faced problems in the past retrieving the database of any student, including his/her personal details, year of passing, attendance details etc which prior to ICT were scattered. With the implementation of ERP system, details of students can be tracked as per requirement. Offline payment created huge manual work, which has now almost redundant. **The Practice:** The practice of ICT has the following dimensions
Academic purpose The college has developed a self-developed internalized LMS where each of the department has created their own departmental website and the teachers are providing learning material, online MCQ Practice Sets, Lesson Plans, Course Outcomes and various other helpful links through their personal website linked with the departmental one. ICT enabled room with projectors, white boards and laptops given to the teachers has been providing opportunity for classroom teaching through power-point presentations, movies and other online learning materials. College ERP has online attendance for the students which results in transparency and

awareness among the students regarding their attendance. A dynamic auto updated

Central college routine link exists on the college website. The college possesses a well published website designed to fulfill all the academic need and support of the student. Android App has been launched for students and teaching staff through which teachers can give attendance, view notices etc. Students can make online payment, view notices, view attendance percentage. Connectivity between students and teachers has been improved through various apps and tools to extend interaction beyond class hours. Continuous Internal Examination and Pre-University Test Examination conducted through online MCQ and the results are published on the same day. Students and other stakeholders can give online feedback regarding the institution using the link provided in the website. The college has developed a computer lab for online MCQs and to provide computer literacy in a better manner. Administrative purpose The college website has a separate section for dynamic notice and tenders for bringing transparency in the administrative system All the payment related transactions are through online mode using their unique student ID through App. The college possesses different committees for smooth administration. Minutes of various committees are made public through Online Meeting book. An online office stock and asset register are maintained. Evidence of Success: The access to real time attendance records by students and guardians has increased the attendance percentage of students. The self developed LMS has been helping the students with the online resource of study materials and the interaction in the virtual medium are helping them even beyond campus. Online mode of examination in MCQ became a success as the results were published within an hour on college website. In accordance with the spirit of the Central Got. Less cash drive, all the transactions in the college is almost 100 cashless. Prompt actions are taken on online Students feedback. Problem Encounters and Resources

Required: Since most of the students come with very less or no exposure to online system, initially they face problems. Students frequent change of email id and mobile number create problems. With introduction of CBCS curriculum and changing technology, it has become a challenge to cope up with the up-gradation frequently. Notes Since 2017, a team of teachers have delivered over 30 invited talks on use of ICT in teaching learning and administration in colleges all over the state. Best Practice - 2: Title : Green Practice Objective of the practice To make the students aware about environmental challenges. To lower the carbon footprint and use of plastic within the campus. To promote optimum utilization of renewable resources generating awareness among the students and society. To maintain and develop the natural ambience of the campus The

Context: Mitigation of the environmental challenges and shifting to a sustainable society needs proactive social participation. Malda college possesses 17 acres green campus. A green initiative will influence the students both directly and indirectly in molding their behavior. A green initiative will change the practice of using non-renewable energy. The Practice: A Teacher-in-Charge had been appointed for "Water and Environment" in 19/03/2013. Towards paperless administration, initiative was adopted through resolution of Governing body to avail internet banking system in UBI SBI accounts. The pond in the college campus is maintained in friendly manner and used for organic pisciculture. World Environment Day every year is observed through plantations in the campus and campaign among the students, teaching and non-teaching communities raising the slogan - "Think, Eat Save Reduce your Food-print" aiming at encouraging everyone to reduce the wastage of food by becoming more aware of the environmental impacts of food waste as announced by the United Nations Environment Programme. Sometimes cultural programme are also organised. The Green Campus committee monitors the cleanliness and green environment of the campus. It organises tree plantation events with NCC and NSS. In 2018 and 2019, Bharat Petroleum collaborated for tree plantation at the college campus along with hygienic practice by providing students with soaps and hand sanitiser under "Swachh Bharat Swasta Bharat. To encourage organic and

sustainable farming, an add on course of 200 hours duration on Organic Grower has been introduced under Ukrsha Bangla project (Govt. of West Bengal) The course is open for non students also. Necessary infrastructure has been developed on college campus. Mushroom cultivation has begun by the Department of Botany and Green Campus Committee. A Course on Mushroom cultivation will be offered soon. The adopted village of Malda College, Kheribari also comes under the Green Campus initiative of the college. The farmers are enrolled as students in Organic growers course. Vegetables are now cultivated in primary school premises of the village and supplements the Mid day meal menu. The alumni association of Malda college actively participates in the green practices. Ground water recharging procedure has been initiated through the drainage of rainwater of the roof top to underground as well as to the pond through pipelines. A sanitary napkin vending machine with an incinerator has been set up at the girls common room since 2018. The use of plastic cups are strictly prohibited in the college canteen, a step towards eco friendly practices The college has initiated to conduct green audit as a step towards environmental conservation and protection. Evidence of Success: With the implementation of ERP most of the administrative and academic related transaction has shifted to paperless mode. Introduction of sanitary napkin vending machine and incinerator in girls common room has been well received. Tea or other beverages in the college canteen are sold in earthen or paper cups which are disposed in eco friendly way. Organic wastes generated everyday in the college is deposited in the peats created in the premises of the college. The manure generated is used in gardening and also for feeding livestock at the college campus under the organic grower course. Problem Encounters and Resources Required: Due to recent construction of the Science Block and some other construction works the normal water clearing and recharging arrangements have been disturbed which have been felt in rainy season. Steps will be taken to level the ground and survive the water draining systems approaching the pond. The college has initiated steps to install grid connected solar panel as an alternative source of electricity. For recycling of e-wastes steps are being initiated to dispose them in an eco friendly manner. Liquid wastes liberated from science laboratories to be disposed in an eco friendly manner. Notes Malda College is the first college in west Bengal to run a course on the Organic Grower. Various Schools have shown interest in the course.

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

<https://www.maldacollege.ac.in/good-practice.php>

7.3 – Institutional Distinctiveness

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

The vision of Malda College is to mould the students into responsible citizens with education, advanced knowledge and moral values for a happy society. In accordance with its vision, the College has been successful in nurturing a healthy campus environment free from caste, religion and gender discrimination and a harmonious relationship between all stakeholders. To fulfil the vision and make them responsible citizens, priority is given to the participative and experiential learning so that the students can get a firsthand experience of the world outside the campus. The college organizes various programmes and events to bring out the potential within the students so that they can fly with bright colours in future. The events organized as part of extracurricular activities are - Model Exhibition and Competition - Inter-departmental Model Exhibition and Competition provides a platform to the students for practising experiential and participative learning. Local schools are also invited to participate and experience the learning environment of the college. The

students learn to experiment and explore theoretical knowledge and use that for innovations. The three- days event allows the students to work on their innovative, inventive and creative potential. It also helps them to deal with practical challenges and help in developing leadership qualities. Quiz Competition, Debate and Extempore - Inter-departmental Quiz Competition, Debate and extempore competitions helps the students to be aware of various contemporary social issues of the world. This helps in forming opinions and voice about current affairs which in a way shape their overall personal development. Drama and cultural Programmes - Students of all the departments participate in annual cultural programmes which provides a platform for encouraging young talents in the field of Performing arts. The Drama and Debate Society of the college organizes Drama festival to provide more exposure to the students. Various local and state level groups are also invited to participate and perform in the festival. Youth and Mock Parliament: Students participate in various events organized by governmental and non- governmental organizations that creates awareness about social and political issues. Mock- teaching and Students' Seminar: Various departments organise students' seminars to encourage the students to present papers related to curriculum. For Postgraduate departments the students are encouraged to prepare seminar papers which further nourish them for future research provisions. Publication of Wall and E- Magazine : Publication of the wall magazines on contemporary issues enrich their knowledge and also develop the habit of research. They are also encouraged to publish their own creative writing or art works. Moreover it helps them to collaborate with friends in and develops team spirit. Some of the departments publish the wall magazine articles in form of e magazine. students are encouraged to share their thoughts freely to develop a healthy democratic society. As per its vision the college tries to create a happy society within its campus which it aspires to spread beyond its walls through its students who are its ambassadors. Another small step in this direction is the adoption of a tribal village "Kheribari".

Provide the weblink of the institution

<https://www.maldacollege.ac.in/seminar-event-report.php>

8.Future Plans of Actions for Next Academic Year

ACADEMIC PLAN To systematise curriculum delivery all the teachers shall prepare a lecture wise breakup of their courses and share this lecture layout with students. Introduction of Choice Based Credit System (CBCS) and Credit Based Semester System (CBSS). Development and sharing of E-learning materials through personal websites and encouraging teachers to participate in various MOOC. All the departments shall conduct online MCQ tests throughout the year. Introduction of more Add-on Courses to develop the skill of the students which would help them get placed. Increase the application of ICT further and help the teachers who are still struggling with technology. Annual Academic and Administrative audit will be conducted by appointing an external academic audit committee of experienced academicians and professionals from industry to find out the strengths and loopholes of the academic aspects of the college. Group discussions and Seminar presentations by the students will be made mandatory for all the departments. A book donation campaign will be launched with a target to collect text books from the public and the same shall be added to the book bank section of the library. Book bank shall be strengthened more. New books with respect to CBCS curriculum will be bought in the library according to requirement and budget. Students will be encouraged to participate in extracurricular activities through participative and experiential learning. To strengthen the Placement Guidance and Career Counselling Cell for current as well as passed out students. **ADMINISTRATIVE PLAN** ERP solution shall be fully implemented to computerise every aspect of college academic and administration. Helpdesk to be opened to satisfy the daily enquiry of the students regarding various facilities and functioning of the college.

Introduce mobile apps for students and staff so as to increase the efficiency of ERP Try to move towards a paperless office. Institutionally Scholarship to be made more systematic. Keep the Alumni Association active by acting as a catalyst. Mentoring system to be strengthened. Ensure that all govt and non-govt developmental scheme should reach the villagers of adopted village Kheribari Extension Programme to be initiated. Application of online self developed Asset, Stock, Bank and Grand Registrar Instant reply for serious feedback and grievance to be provided and steps to be taken by Grievance Redressal Cell through ERP. INFRASTRUCTURAL PLAN Completion of Science Block and its inauguration. Increase the number of toilets for students. Develop the internal road connection to link all scattered building inside college campus Arrangement for rainwater harvesting. Whole Campus of the college except the playground will be protected by a fence for maintaining security and academic ambience. Beautification of college. Practice of organic farming and rearing linking the concerned academic departments. Strengthening the Fire safety arrangement Replace of LED bulbs to the existing ones to save electric energy. Installation of energy savings lights phase by phase and installation of solar energy power system. To prevent tap leakage in all the premises to save water. To make arrangements for a separate medical room and first aid.