



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>		<b>MALDA COLLEGE</b>
• Name of the Head of the institution		<b>DR. MANAS KUMAR BAIDYA</b>
• Designation		<b>Principal</b>
• Does the institution function from its own campus?		<b>Yes</b>
• Phone no./Alternate phone no.		<b>03512- 253705</b>
• Mobile no		<b>9734931801</b>
• Registered e-mail		<b>maldacollege1944@gmail.com</b>
• Alternate e-mail		<b>principalmc1944@gmail.com</b>
• Address		<b>Rabindra Avenue,</b>
• City/Town		<b>Malda</b>
• State/UT		<b>West Bengal</b>
• Pin Code		<b>732101</b>
<b>2.Institutional status</b>		
• Affiliated /Constituent		<b>Affiliated</b>
• Type of Institution		<b>Co-education</b>
• Location		<b>Semi-Urban</b>
• Financial Status		<b>UGC 2f and 12(B)</b>

• Name of the Affiliating University	University of Gour Banga																		
• Name of the IQAC Coordinator	PRABHAS CHOUDHURI																		
• Phone No.	03512253705																		
• Alternate phone No.	9064522100																		
• Mobile	9064522100																		
• IQAC e-mail address	iqacmaldacollege@gmail.com																		
• Alternate Email address	maldacollege1944@gmail.com																		
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://www.maldacollege.ac.in/DocumentUpload/9737f5c4.pdf">https://www.maldacollege.ac.in/DocumentUpload/9737f5c4.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://www.maldacollege.ac.in/academic-calendar.php">https://www.maldacollege.ac.in/academic-calendar.php</a>																		
<b>5.Accreditation Details</b>																			
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Cycle 2	B+	2.62	2021	08/04/2021	07/04/2026														
<b>6.Date of Establishment of IQAC</b>	22/04/2013																		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>																			
<table border="1"> <thead> <tr> <th>Institutional/Department /Faculty</th> <th>Scheme</th> <th>Funding Agency</th> <th>Year of award with duration</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>NIL</td> <td>NIL</td> <td>NIL</td> <td>NIL</td> <td>NIL</td> </tr> </tbody> </table>	Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	NIL	NIL	NIL	NIL	NIL									
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NIL	NIL	NIL	NIL	NIL															
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>	Yes																		
• Upload latest notification of formation of IQAC	<a href="#">View File</a>																		

<b>9.No. of IQAC meetings held during the year</b>	<b>14</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>		
<p>1. Technology based teaching learning has been initiated with online classes and webinars 2. Internal assessment through online mode to bring more systemic mechanism with transparency 3. Digitization of books in the library 4. National and International level Webinar and seminars have been conducted (even in collaboration with NAAC, Bangalore). 5. The institution has participated in NIRF and 2nd cycle of NAAC accreditation has been conducted.</p>		
<b>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</b>		

Plan of Action	Achievements/Outcomes
<p>Orientation Programme for the newly admitted 1st year students under CBCS curriculum</p>	<p>CBCS has been implemented from the academic session and the students has been oriented with CBCS curriculum.</p>
<p>Academic Calendar, Lesson plans and Study materials provided through LMS</p>	<p>Academic calendar has been prepared and published by IQAC. Study material and lesson plans are prepared by respective departments and published through self-developed LMS and departmental websites</p>
<p>Add-on courses</p>	<p>Add on/Certificate courses on Communicative English and Data collection, Representation and Analysis in Social Science has been organized</p>
<p>Revision of the ERP</p>	<p>Revision of various modules of ERP has been done to fit the recurring demands of the students and related administrative works</p>
<p>Reform in Evaluation system to accomodate CBCS</p>	<p>Reform in Evaluation system has been done to accomodate CBCS . Evaluation through online mode has been encouraged and implemented to bring in more systematic and transparent mechanism.</p>
<p>Initiative taken for 2nd cycle of assessment and accreditation of NAAC</p>	<p>NAAC Peer Team visited the campus for 2nd cycle of NAAC assessment and accreditation</p>
<p>Online Students' Awareness Programme</p>	<p>Online Students' Awareness Programme for the current and passed out batches has been organized to make them aware about various contemporary issues, Internal Evaluation, Online education, CBCS syllabus , mental health issues, gender sensitization .</p>

Reform in the Mentoring system	Reform in the mentoring system has been done to improve the mechanism and guide the students personally.
Upgradation of website	Website of the institution has been updated for providing all the relevant and necessary information to the students and other stakeholders.
Seminars , special lectures and workshops	Seminars , special lectures and workshops have been organized throughout the year for students and teaching and non teaching staff to improve their skills .
Session on stress management	Seminars and Webinars have been organized to help the students to deal with stress and other health issue especially during the pandemic.
Tree plantation and maintaining green campus	Tree plantation has been done within campus and beyond by the departments in assistance with NCC, NSS .
Students seminar	Departments organizes the students seminar from time to time
Installation of solar panel	Solar panel has been installed as a quality initiative taken by Green campus committee
Performance Appraisal system	Online attendance system and E-diary has been reinforced as part of Performance Appraisal system
Career counselling and placement	Different career counselling programmes have been organized by the departments and Career guidance and placement Cell
Organizing cultural and extra curricular activities	Various cultural programmes and extra curriculum activities have been organized throughout the

	year.
Extension activities	Extension activities have been carried out throughout the year in the adopted village , within campus and beyond. Clothes and blanket were distributed .
Extension activities towards covid victims	Nil
Upgradation of laboratories and computer laboratory	Upgradation of computer laboratory has been done keeping in mind the ICT based examination and need under the CBCS curriculum.
Infrastructure renovation	Being a huge and old campus, renovation work is carried out as per requirements.
Digitization of books	Rare books have been digitized and during pandemic text books have been digitized to provide the students through remote access
Book bank	Book bank has been created to encourage financially weak students to continue study
Blood donation through Extension Cell and NCC	Blood donation camp through Extension Cell and NCC has been organized during the pandemic.
Celebration of special days	Special days like Independence Day , Teachers' day, Gandhi Jayanti, Rabindra Jayanti and various others days are celebrated to promote universal values and ethics
<b>13. Whether the AQAR was placed before statutory body?</b>	Yes
<ul style="list-style-type: none"> <li>• Name of the statutory body</li> </ul>	

Name	Date of meeting(s)
Administrator	13/12/2021

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

Year	Date of Submission
2021	02/02/2022

### Extended Profile

#### 1. Programme

1.1	574
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

#### 2. Student

2.1	6281
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	1215
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	1432
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

3.Academic	
3.1	115
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	124
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
4.Institution	
4.1	69
Total number of Classrooms and Seminar halls	
4.2	66.1
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	243
Total number of computers on campus for academic purposes	

## 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

A number of faculty members of the college are in the Board of Studies of the affiliating 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 distribution, Lecture Layout is prepared by each teacher and displayed on website.
- syllabus progression monitoring committee meets regularly to monitor the teaching learning process and takes remedial measures as and when necessary.
- The academic Council prepares the central time table
- Improvised Learning Management system connected with the departmental website to provide study materials
- Internal test consisting of both conventional questions and MCQ are conducted regularly through online mechanisms to channelise students' addiction to smartphone 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.

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

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

- Academic Calendar for the Undergraduate Programme is prepared by IQAC in collaboration with Academic Council mentioning the tentative schedule of Test Examination, Class Tests, Holidays,

Extra-departmental activities, Spots, 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 among the students at the beginning of the session. It guides students about the road map of academic and extracurricular activities .
- The departments also follow the centrally prepared academic calendar to conduct the Class tests, Test examination, Submission of Dissertation papers, practical examination, viva-voce, seminar, field trips and continuous evaluation system and other forms of Continuous Internal Assessment.
- 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.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.maldacollege.ac.in/academic-calendar.php">https://www.maldacollege.ac.in/academic-calendar.php</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**

**A. All of the above**

**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	<a href="#">View File</a>

**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**

25

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
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)**

2

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

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

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

### 1.3 - Curriculum Enrichment

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

- As per the University of Gour Banga Syllabus, Environmental Studies is a subject comprising of one paper of 50 marks, which the students have to compulsorily pass.
- However, there is no provision in the syllabus of the affiliated university for teaching gender sensitization, human values and professional ethics, to all the students. To overcome this the College has drafted its own additional syllabus on gender sensitization and human values and professional ethics .
- The curriculum of Gender sensitization has been framed in accordance to the various topics already present in the syllabus of various subjects.
- Women Cell organizes awareness programmes for the female students.
- To empower female students, an add-on course on tailoring has been introduced as per skill India syllabus.
- Add on course on Organic Grower under the Skill Development of India programme of the Govt. of India and Ukrsha Bangla project of the Govt. of West Bengal
- NSS and NCC, various departments and Green Campus Committee organizes Tree Plantation , Eradication of Plastic, removal of Parthenium and spreading the benefits of using cycles
- To spread the message of Green World, the college has also

distributed environment -friendly tools of sanitization in the adopted village - Kheribari.

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.	<a href="#">View File</a>

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

5

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
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

208

File Description	Documents
Any additional information	<a href="#">View File</a>
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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	<a href="https://www.maldacollege.ac.in/feedback-report.php">https://www.maldacollege.ac.in/feedback-report.php</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	No File Uploaded

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.maldacollege.ac.in/feedback-report.php">https://www.maldacollege.ac.in/feedback-report.php</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**

2538

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

953

File Description	Documents
Any additional information	<a href="#">View File</a>
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

By taking into consideration the 10+2 examination result, class test results, observation of the students in class by the teachers and feedback from mentors, students are identified as slow learners and advanced learners. However, this nomenclature is not used while dealing with the students. Hence, academic performance is not the only criteria for determining slow learner as it is believed that the conditioning and circumstances which creates slow or advanced learner. The observation in and outside of class by the teachers and mentors play an essential role. Economically backward students are entitled to various scholarships. Advanced Learners are provided various platforms to expose themselves and the successful learners are highlighted to motivate others.

After identifying the various issues related to slow learners. the College always take remedial strategies such as Motivational talks, Music Therapy, Interdisciplinary Classes ecto eradicate those problems. Inspirational and Motivational talks are also provided by the Mentors to guide them to the right path of achievement and keep them stress free.

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

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



Number of Students	Number of Teachers
6281	115

File Description	Documents
Any additional information	<a href="#">View File</a>

## 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

- To solve the problems in real life situations, the institution adopted student-centric teaching-learning, experiential-learning, participative learning and problem solving methodologies.
- The students of Science streams are given access to perform experiments in the laboratories and encouraged to participate in experiential learning through outdoor experiments and workshops.
- To learn the bio-diversity, demographic variations and cross cultural reference of socio-political scenario, the students conduct surveys to analyze the shift in the various paradigms and their implications on the society.
- Institution already started add-on courses on Tailoring and Organic Growers that increased self-employment for interested students.
- Institutions encouraged to participate in various outreach and extension programmes, Inter-departmental Model Exhibition, annual cultural programmes and various events organized by governmental and non- governmental organizations that create awareness about social issues. Various departments have organized students' seminars to encourage the students to present papers related to curriculum and enrich their knowledge about research methodologies. Students enroll themselves in various clubs and committees to arrange and participate in extracurricular activities like debate, extempore, drama, publication of wall-magazine ,Annual sports, Inter-departmental football and cricket tournaments to develop their personality.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.maldacollege.ac.in/seminar-event-report.php">https://www.maldacollege.ac.in/seminar-event-report.php</a>

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

- **ICT Enabled Teaching Learning System:**
  - To enhance the quality of the teaching learning mechanism, the college has implemented a self developed LMS.
  - Initially projectors were used on sharing basis and Laptops have been given to the teachers. Further on the basis of the feedback provided by the students and teachers, a new internalised LMS has been developed where each of the department has created 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 website.
  - The performance and activities of the students are also highlighted in the departmental website to encourage them for future ventures and developing leadership qualities.
  - The system has further been made available and easy to access by including various free online connecting apps/facilities to boost connectivity among teachers and students and reaching them beyond classroom.
  - Assignments and clarification of doubts are also provided by the teachers through these according to their needs even beyond classrooms.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 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

115

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

115

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 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

29

File Description	Documents
Any additional information	<a href="#">View File</a>
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

1150

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.

- In case of Internal examination system College has a central policy, prepared by the examination committee in consultation with the teachers council.
- All the respective department conducted number of internal evaluation and all internal examination result published within 15 days of examination.
- If any student has any grievance regarding his/her result he/she may raised the issue to the respective department within 7 days of the publication of the result to be solved at departmental level
- If the problem is major the issue immediately refer to the Examination Committee or grievance redressal cell.
- Departments prepareresult sheet on thebasis of central internal policyand put number touniversity portal on the online modeunder the guidance and regulation of the affiliating university.
- Students can apply for reassessment or scrutiny in any number of papers through the university web portal by paying the

requisite fees. If the student is still unsatisfied, he/she can apply for a copy of the answer scripts as per the RTI act.

- . Due to academic autonomy, the post graduate section has an independent examination cell and a Controller of Examinations who is responsible for conducting the examinations with confidentiality and post publication reassessment or scrutiny.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

- The end semester examinations are conducted under the guidance and regulation of the affiliating university.
- Examination Sub-committee consisting of the Principal, Teachers Council Secretary, two teachers and two non teaching staff is responsible for conducting examination .
- Any grievance during the examination is first addressed by committee and if necessary referred to competent authority.
- The principal forwards the applications addressed to the controller or registrar of the university regarding any grievance or discrepancy regarding evaluation of achieved marks.
- The students can apply for reassessment or scrutiny in any number of papers through university web portal by paying requisite fees.
- Due to academic autonomy, the post graduate section has an independent examination cell and Controller of Examinations who is responsible for conducting examinations . There is provision for post publication reassessment or scrutiny as per the university norms.
- For internal evaluation , evaluated answer scripts are shown to the students. This minimises the test related grievances.

- College has both online and offline feedback mechanism through which the students can submit their grievances without disclosing identity .
- In case of any RTI application, the case is addressed by Grievance Redressal Cell and Public Information Officer of the college tries to duly answer .

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 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.

- Programme outcome, Program specific outcome and Course outcome along with prospects of studying are displayed on the website of departments linked to college website.
- Information regarding Programme and courses are given to the students just after the admission at the Orientation Programme.
- Even the distribution of syllabus and lesson plan according to the courses is handed over to the students at the beginning of the session through departmental website and personal websites of the faculties.
- In addition to these, the teachers and mentors regularly convey the outcomes and prospects of the Programmes and Courses guiding them further towards desired goals.
- The dynamic website of the institution websites is regularly updated and important information regarding Programmes along with their codes is provided through it. Even attendance report of the students in each Programme is reflected in the website.

- Study material with reference to the course and useful links related to further studies are also provided in the departmental websites.
- The website of the library also provides details of syllabus and link for study materials. The college website regulates all the information and links and makes it easy for the students to get a glimpse of the relevant news.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

- Department prepared Programme specific outcomes and course outcomes. Progression of syllabus and desired outcome monitored by IQAC and Academic Council.
- The Syllabus Progression Monitoring Committee checks out the academic progress regularly.
- Distribution of the syllabus is done by the concerned departments keeping close connection with the academic calendar and allocated class in the routine.
- To reach the course outcome lecture plan prepared by the faculty and shared in the webpage.
- Periodic class tests and continuous internal evaluation done by the college throughout the year in the form of class tests, students' seminar, Test Examination, online MCQ tests allows the teacher to access the attainments of the program outcomes, program specific outcomes and course outcomes.
- Supplementary Test examination has been arranged after addressing the problems of the unsuccessful students.

- Internal and External Mentors keep a check through interaction with the students on the attainment of the outcomes.
- Academic progression of the students are evaluated based on course outcome , regular participation of the students in various extra- curricular activities like cultural activities,

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

### 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

1452

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	<a href="#">View File</a>
Paste link for the annual report	Nil

### 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://www.maldacollege.ac.in/DocumentUpload/140a6436.pdf>

### 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)

NIL

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

### 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

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

### 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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

## 3.2 - Innovation Ecosystem



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

- The college has a research and consultancy cell that encourages faculty members to undertake major and minor research projects. Regularly conferences , seminars , workshops are organised by the college to boost up the research potentialities.
- The teachers regularly publish research articles,literary reviews, chapter,Seminar Proceedings in UGC approved and non approved journals and chapters in books.Teachers also participate in national and international seminars, conferences, symposia throughout the year.
- The college has organised around 17seminars and workshops .
- College published the following journals
  - Indian journal of Multidisciplinary and academic research (ISSN-2347-9884)
  - Exploring History (ISSN-2230-8490)
- The journals have online submission policy, and strictly bear ethical guidelines, and review guidelines.
- Every year Student's Council publish an annual magazine containing literary pieces of the students.
- Courses such as Organic Growers has been introduced aiming at transferring sustainable farming skills to those who practise farming using traditional methods and aims to empower farmers financially. The college is also trying to develop the adopted tribal village as a model where marginal farmers can benefit from modern organic farming practices.
- Through Model exhibition and competition, publication of wall magazine and newsletter, the college encourages innovation among the students and tries to spread scientific awareness.

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

### 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

5

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

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
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

35

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

11

File Description	Documents
Any additional information	No File Uploaded
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

- In accordance with its vision and mission, the college is committed to the development and upliftment of the society. Extension activities are mainly carried out by
  - NCC take an active part in extension activities like Flood Relief, Blood Donation Camps, Rally for social awareness Programmes against AIDS, Thalasemia, Literacy Camp, Plantation of Trees Maintenance of Campus discipline and organizing various extracurricular activities.
  - NSS-
    - On Campus activities
      - Environment awareness programme and campus cleaning activities.

- First aid training.

#### Off Campus Activities

- Programmes like Literacy Campaign, Survey, Awareness Programmes in adopted villages.
  - Disaster-management and relief programmes.
  - Traffic awareness programmes.
  - Blood-donation camp.
  - Eradication of Parthenium
- Other students and staff members
  - Participation in Youth Parliament Competition and National Youth Science Congress.
  - Celebration of various Days like National Voters Day, Environment Day, International Yoga Day, Teachers Day, International Women's Day, Mother Language Day, Rakhsha Bandhan, Saraswati Puja, Milad un-Nabi, Swacch Bharat Abhijan etc.
  - Under the supervision of Malda College Green Campus Committee students participate in campus cleaning, tree plantation, awareness activities trying to make a plastic free campus with organic approach.
  - The college takes initiative to support Financially deprived students by providing them half free/ full free facilities.

File Description	Documents
Paste link for additional information	<a href="https://www.maldacollege.ac.in/extension-and-outreach-programs.php">https://www.maldacollege.ac.in/extension-and-outreach-programs.php</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)	No File Uploaded
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**

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**

317

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

4

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
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

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
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.

- Student strength - 6281 and Teachers -115.
- College Campus - 42400 square meters, Built-up Area - 8245 square meters. There are classrooms-69 (18 with projectors and ICT). Laboratories - 19 and computer labs- 04.
- Two big theatre halls for compulsory classes, seminars, workshops, special lectures, and various cultural programs
- Two auditoriums (Sitting capacity 340 & 1012)
- The central library (recently renovated with RUSA funding) has two floors. Total Books -62805, Rare Books -550. Access to e-books and e-journals through N-List. It has an air-conditioned reading room with a computer section for online study materials. Some departments have seminar libraries as well.
- The college has three Boys' hostels and one Girls' hostel for outstation students.
- The college has a green 'Energy Generating System' for renewable energy.
- Total 243 computers, out of which students use 145. A newly renovated air-conditioned computer lab with 36 PCs (BCA), a dedicated 100 Mbps fiber optic internet line, and a projector was recently opened.
- Botany Department has a botanical museum. Department of Zoology bears a Zoological Museum.
- Classes are held in two partially overlapping shifts to maximize classroom and other resource use. A Science Block is under construction to accommodate all science departments.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.maldacollege.ac.in/physical.php">https://www.maldacollege.ac.in/physical.php</a>

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

- Malda College includes two playgrounds for sports, games, and cultural events. Sports and cultural subcommittees organize events and contests. The college's gym keeps teachers and students healthy. Sports committee, Students' Council, and NCC organize various events.
- The playground hosts sports and cultural activities, the



District Book Fair, and government fairs. Even the playground is utilized for administrative, election, and club/organization functions.

- Students' Common room has facilities for indoor games for the recreation of the students.
- The gymnasium has adequate equipment for the physical training of the students and teachers.
- The two auditoriums and the theatre hall are used for seminars, conferences, cultural events, performances of cultural events of the college, and other government and non-governmental local bodies.
- The college also encourages the students to perform yoga and has celebrated Yoga Day. The open corridors and courtyard of the institution are used for it.
- The NCC unit also uses the small playground for their practice sessions and various events.
- Along with these physical resources, all the teaching and non-teaching staff with the students acts as part of the human resource to work for proper management and enhancement of higher education in the institution

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.maldacollege.ac.in/physical.php">https://www.maldacollege.ac.in/physical.php</a>

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

69

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.maldacollege.ac.in/physical.php">https://www.maldacollege.ac.in/physical.php</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)

1.71060

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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)

- Since 2013, the Central Library has been partially automated with Koha ILMS. This software was used for book collecting, spine labeling and barcoding, book circulation, library user card development, and online catalog access (OPAC).
- OPAC lets library patrons check book availability.
- The library uses barcode circulation.
- The library gives remote access to digital resources such as previous years' question papers, curriculum, and freshly arrived books.
- The central library has books, rare books, N-List e-books, and e-journals. Students can access online study materials on the library's computers.
- The library provides access to digital books via Malda College Digital Repository (DSpace) on desktops and Smart Phones via Wi-Fi.
- The library offers customers free printing, restricted document scanning, N-LIST user ID, and e-document delivery via email.
- The library created a YouTube channel (<https://www.youtube.com/CentralLibraryMaldaCollege>), a Facebook page, and a website (<https://librarymaldacollege.wordpress.com/>) to disseminate library information.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://librarymaldacollege.wordpress.com/">https://librarymaldacollege.wordpress.com/</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**      **A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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)**

**5.29776**

File Description	Documents
Any additional information	<a href="#">View File</a>
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**

**0**

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

- Most of the campus is covered by CCTV and all computers are LAN-connected.
- The college has introduced Unified Threat Management (UTM), which consolidates different security and networking operations.
- All teaching and non-teaching employees have an internet account and password.
- Students' wifi passwords are displayed. Students can easily access the internet in the computer lab.
- For regular IT infrastructure maintenance, the college has a "Computer Repair and Maintenance Committee"
- Local vendor has AMC for printers and copiers.
- College has adopted Enterprise Resource Planning (ERP) System. ERP integrates administrative functions like accounting, student information, admission, online attendance, online exams, and data protection.
- College created Android app for students and teachers. Google Play also has the app.
- Students can access to their college profile using their id and password to view academic, attendance, payment, and other information.
- College Android App gives students e-ID cards.
- Most of the college's computers use Linux OS.
- College library is maintained by the open-source software "Koha".
- A new air-conditioned computer lab with 84 PCs, a 50 Mbps fibre optic internet line, and a projector was recently opened to meet student demand and make them more digitally savvy.

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

### 4.3.2 - Number of Computers

243

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

### 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	<a href="#">View File</a>

### 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)

31.99891

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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 College has a well-organized and decentralized facility maintenance system. Different committees working with IQAC assure optimal facility maintenance and budget use.

- **Maintenance of Academic Facilities**
  - The Head of Department (HoD) submits academic requirements to the Principal through Academic Council or IQAC.
  - It is then processed through the Administrative Body, Finance & Tender Committee.
  - Funding various seminars and workshops in partnership with national/international entities.
  - Each department receives Rs. 5,000/year for instructional aids.
  - A transparent purchase policy.
  - Purchases are recorded in a stock register.
  
- **Maintenance of Physical Facilities**
  - Dedicated subcommittees work with the office to meet various needs. NSS cleans campus. Green Campus Committee maintains campus' eco-friendliness.
  
- **IT infrastructure / Computer Facilities**
  - Maintenance and up-gradation IT infrastructure by a dedicated Committee.
  - High-performance computing server.
  - ICT training.
  
- **Sports Facilities**
  - The Sports Committee maintains sports grounds and equipment.
  - A well-structured Gymkhana for students and staff.
  
- **Laboratory Facilities**
  - Department personnel or hired technicians maintain laboratory equipment.
  - Each department maintains a stock register.
  
- **Library Facilities**
  - The Library Committee has responsibility for planning and the upkeep and future development of the College Library also the

**purchase of the books for the library.**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.maldacollege.ac.in/physical.php">https://www.maldacollege.ac.in/physical.php</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**

**2163**

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>
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**

**285**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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**

**C. 2 of the above**

File Description	Documents
Link to Institutional website	<a href="https://www.maldacollege.ac.in/communicative-english.php">https://www.maldacollege.ac.in/communicative-english.php</a>
Any additional information	<a href="#">View File</a>
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**

**3652**

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

**3652**

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**

**A. All of the above**

**mechanism for timely redressal of student 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

120

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

### 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

289



File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
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**

4

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
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)	No File Uploaded

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 )

The student council actively participates in every aspect of the college.

- The activity of student council is guided by the Guidelines framed by 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 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.
- The Student council takes active participation in organising seminars, workshops and all kinds of extension activities ,Blood Donation camp, organises Traffic safety week every year. in 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.
- The students organise Freshers welcome ,annual function, model

exhibition, Teachers' Day celebration, cultural competition, Annual Social Programme, Annual Exhibition, Publication of Students' Magazine, Annual Sports etc.

File Description	Documents
Paste link for additional information	<a href="https://www.maldacollege.ac.in/students-union.php">https://www.maldacollege.ac.in/students-union.php</a>
Upload any additional information	<a href="#">View File</a>

### 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

17

File Description	Documents
Report of the event	<a href="#">View File</a>
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

- 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 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
- Reunion programs involving alumni are organized.
- 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 academic, cultural and professional ethics by organizing cultural programmes and activities, plantation programmes in the college premises.
- The alumni association of Malda College has taken responsibility of pisciculture of the pond in the college premises.
- The Association has provided financial help to enhance extension activities and enhance the quality of education.

File Description	Documents
Paste link for additional information	<a href="https://www.maldacollege.ac.in/alumni-registration-form.php">https://www.maldacollege.ac.in/alumni-registration-form.php</a>
Upload any additional information	<a href="#">View File</a>

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

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

## 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 has created a well structured administrative system which operates in a decentralised manner through various statutory and non-statutory committees functioning under the guidance of the Principal and the conveners and the The Governing Body/Administrator at the apex .
- IQAC has taken a major role in implementing the quality assurance strategies for strengthening-
  - CAS
  - IT infrastructure development
  - laboratoty modernization
- the college has tried to implement various policies regarding teaching learning outcome , familiarization with digital age, student seminar, field and project work ,Mentoring, Career counselling,Internal Evaluation work , formation of academic environment of critical thinking towards nature and society.
- Extracurricular activities , Cultural programmes, sports, Youth Parliament, Career Counselling Programmes, Awareness by Election Commission etcare organized through Students' Council, NSS,NCC and various committee.
- The participation and support of the teaching and non-teaching staff to ensure 100 % transparency in online admission process and examination indicates the efficiency of the governance in tune with the vision and mission of the institution.
- The college has adopted the online mode for academic and administrative ativitiesand ensurequality education and

address the demands of the students through feedback through online mode.

File Description	Documents
Paste link for additional information	<a href="https://www.maldacollege.ac.in/principals-desk.php">https://www.maldacollege.ac.in/principals-desk.php</a>
Upload any additional information	<a href="#">View File</a>

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

- During the last five years the Administrator (District Magistrate) and Principal / Teacher-in-Charge has led the governance and management.
- The members of various committees comprising of the teaching and non-teaching staff participate to carry out the daily functioning, different academic and administrative aspects of the college in a decentralized manner.
- The functioning of the participative management system is executed as the principal and conveners take decisions regarding implementation of any policy after the consultation with stakeholders in meetings.
- Case Study : Purchase of Books in Library
  - Departments recommend list of books as per requirement and recommendation of the students to the library committee through Head of department
  - The library committee prepared budget and sort the books on recommendation and availability of existing books.
  - The budget is submitted to finance committee for approval. On approval of budget, tender is called for buyer through Tender committee. Work Order is provided by the finance and tender committee and finally the orders are placed.

- Approval of the budget is also approved by the head of the institution and administrator .
- After arrival of the books , they are rearranged and catalogued in the library for the regular and systematic use of the students.

File Description	Documents
Paste link for additional information	<a href="https://www.maldacollege.ac.in/aqar-details.php">https://www.maldacollege.ac.in/aqar-details.php</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- The following strategies are taken for development of students :
  - Academic Calendar, Dynamic Class Routine, Departmental websites
  - ERP ( Student Login for Fees payment, View class Attendance, e-notice, Providing Feedback etc)
  - E-learning Materials
  - Open access Library resource & Access to Inflibnet e-resources
  - Various Student Group using ICT tools, Continuous Internal Evaluation using mainly online platform
  - NSS and NCC
  - Prospectus, Dynamic Notice, Student Information Brochure, Student Road Map, Other Student Support Service
  - Code of Conduct

- List of Mentors
- For Teachers and Staff
  - ERP for academic and administrative purpose
  - Upload E-learning Material for students as a part of LMS
  - E-diary
  - View Salary, Tax, PF details
  - Open access Library resource & Access to Inflibnet e-resources
  - Personal Teachers' Website
  - Code of Conduct
  - OfficeStaff FlowChart
  - Office Work Flow Chart
  - Employee Online activity Site
- For Alumni and Guardians
  - Alumni Group
  - Feedback by Alumni and Guardians
- College Administration
  - Principal's Effectiveness Feedback
  - Policy Documents
  - Online Meeting Book,Asset Register
- Case Study : Renovation of BCA Computer Laboratory
  - Renovation and upgradationof BCA labwas discussed in the BCA Monitoring committee and then the Finance Committee adopted a resolution.Tender committee published the tender and after being approved through proper channels the work was executed by the Computer repair and



maintenance Committee.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.maldacollege.ac.in/agar-details.php">https://www.maldacollege.ac.in/agar-details.php</a>
Upload any additional information	<a href="#">View File</a>

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.

- As per order (Ref No. 811/UGB/R-16, Dated- 24.08.2016) District Magistrate of Malda was appointed as Administrator . All the powers of the GB was shifted to the Administrator.
- College is governed by the Principal and the Administrator through well documented note-sheets and resolutions.
- All the major administrative policy regarding the implementation of new policies, appointment of Bursar, IQAC coordinator and members, Convener and members of various Statutory bodies are taken by the Administrator in consultation with the Principal following the rule of Government of West Bengal and statue of the affiliating university.
- The Administrator along with the Principal forms the statutory committees like Anti-ragging Cell, SC/ ST Cell, Minority Cell, OBC Cell, Grievance Redressal Cell, Internal Complaint Cell, Finance Committee, IQAC, RUSA committee for major administrative works .
- The Academic Council, Teachers' Council , Extension activity Cell, Admission Committee, Examination Committee functions under the chairmanship of the Principal .
- Various other sub committees are formed by the Teachers' Council for proper maintenance and day to day functioning of

the college.

- The Academic Council Consisting of the Head of the Departments under the chairmanship of Principal takes major decisions regarding the academic aspects .

File Description	Documents
Paste link for additional information	<a href="https://www.maldacollege.ac.in/office-work.php">https://www.maldacollege.ac.in/office-work.php</a>
Link to Organogram of the institution webpage	<a href="https://www.maldacollege.ac.in/agar-details.php">https://www.maldacollege.ac.in/agar-details.php</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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

- College provides various welfare measures:

1. Group Life insurance for all full time teaching and non-

teaching staffs

2. Festival Bonus is sanctioned for all eligible non-teaching staff.
  3. College administration always tries to ensure timely promotion of all staff members
  4. College attempts to maintain good academic and friendly environment in the college premises
- The College has a Credit Cooperative Society. It provides hassle free loan to full time teaching and non-teaching staff . Fixed and Recurring Deposit Schemes are provided to the staff.
  - The teaching and non-teaching staff can enjoy their allotted leaves and they are approved as per their requirements whenever necessary.
  - The teachers are also allotted duty leave for academic and faculty development purpose and for pursuing PhD.
  - IQAC organizes training programmes for the teaching and non-teaching staff on teaching methodologies, ICT skills and administrative software (ERP).

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

### **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)	No File Uploaded

### **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**

3

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	<a href="#">View File</a>
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**

21

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	<a href="#">View File</a>
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

- The institution follows the PBAS (Performance based Appraisal System) for the faculty members as per the 2010 regulation (and the two amendments) of the UGC(6.0.2 clause of UGC " minimum Qualification for appointment of teachers and other academic staff in academic colleges and universities-2010). On fulfill the criteria incumbents files are forwarded to the Director of Public for promotion.
- The teachers submits this appraisal report in prescribed format at the end of every year.
- The IQAC team thoroughly checks and verifies all academic activities of the faculty. After being satisfied the Coordinator forwards the documents to the Principal and then the Principal forwards the cases of promotion to the Governing Body/Administrator.
- An online feedback system has been generated by the college authority where students judge the performance of the teachers.
- An online teacher diary is maintained where the teachers will give the details of academic and other performances every month.
- For the non-teaching staff, there is no provision of PBAS though they enjoy the facility of direct promotion in their respective sector after a certain period of service not less

than 10 years.

- Biometric attendance system has been installed for teaching and non-teaching staff as part of Performance Monitoring system.

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

## 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 college is maintaining its accounts with Tally ERP 9 (Prime software) At the end of the year the external accounts experts are consulted and prepared for government audit. We are ready for the audit process but the statutory auditors are yet to be provided by the government.
- 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 2014-2015 to 2019-2020.
- The governmental agencies have been approached for the external statutory audit for the year 2020-21 and 2021-22.
- 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.

File Description	Documents
Paste link for additional information	<a href="https://www.maldacollege.ac.in/audit.php">https://www.maldacollege.ac.in/audit.php</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)

1.47

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
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

- College follows transparent procedure for mobilisation of funds and optimal utilisation of resources. Other than the Govt. and UGC grants, the college has secured funding from RUSA Grant, Science and Engineering Research Board, North Bengal Development Department, NCC Grant, NSS Grant, State Govt. Grant for equipment and minor renovation of the physical assets.
- The Finance Committee or Tender Committee under the guidance of the Principal and after consulting the Administrator / Governing Body takes initiative for tender procedure wherever required for the proper utilization of the fund.
- College Strictly follows the finance rules of Govt. of West Bengal as well as the finance rule of Govt. of India.
- According to the response of the Tender , the work worder is

provided and the members of the concerned committee keep a check on the progression of the work on regular intervals.

- The renovation of the library made with the RUSA fund granted to the college can be cited as an example of optimal of utilisation of resources and institutional strategies for mobilisation.
- The RUSA Committee, Finance Committee and Planning Committee along with Library Committee has taken an active role to institutionalize the developmental strategy till the utilization of the resource.

File Description	Documents
Paste link for additional information	<a href="https://www.maldacollege.ac.in/audit.php">https://www.maldacollege.ac.in/audit.php</a>
Upload any additional information	<a href="#">View File</a>

## 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

The following has been institutionalized as part of quality assurance strategies and processes:

- Regular IQAC, Academic Council and other committee meetings
- Students Seminar and webinar
- E-diary for performance appraisal of teachers
- Dynamic routine , academic calendar , departmental website
- Feedback from all stakeholders
- Submission of AQAR, NAAC peer team visit and accreditation and regular participation in NIRF, AISHE.

### Practice 1: Online Attendance

- Attendance is taken through ERP system and report can be seen instantly by all the stakeholders of the institution anywhere anytime.
- Number of classes taken by the teachers and attended by the students can be monitored for analysis at the same time.



## Practice 2: Online Examination through MCQ

- To prepare the students for the various competitive examinations in the job market and national examinations like NET/ SLET/ JAM/ CAT, the college has introduced online MCQ test by the recommendation of IQAC for continuous internal evaluation process .
- Other initiatives taken by the IQAC in institutionalizing the quality assurance strategies :
  - Orientation program for the newcomer students for awareness about different activities and facilities of the college.
  - certificate course on Basic Computer Literacy OMIS, Individual Tailoring, Organic Grower and Communicative English.
  - Extension activity
  - Regular Seminars/Workshop on emerging issues.

File Description	Documents
Paste link for additional information	<a href="https://www.maldacollege.ac.in/action-taken-report.php">https://www.maldacollege.ac.in/action-taken-report.php</a>
Upload any additional information	<a href="#">View File</a>

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

- 'Syllabus Progression Monitoring Committee' :
  - The feedback of the stakeholders to evolve the mechanism
  - Mentoring to encourage the involvement of the students in the teaching- learning process and to enhance the

learning outcomes.

- Motivational talks by alumni, remedial classes for slow learners, special lectures and interdisciplinary classes are arranged by the departments.
- syllabus distribution among the teachers, lecture plan and the course outcomes are prepared and displayed in the departmental website.
- It has been introduced in each department consisting of all the teachers of the department and one IQAC member as the external reviewer to keep a check on the progression and status of the curriculum.
- **ICT Enabled Teaching Learning System:**
  - To enhance the quality of the teaching learning mechanism, the college has implemented a self developed LMS where each of the department has created website and the teachers are providing learning material, online MCQ Practice Sets, Lesson Plans, Course Outcomes and various other helpful links.
  - Projectors & Laptops in class and free online connecting apps/facilities to boost connectivity among teachers and students and reaching them beyond classroom.
  - Academic and Administrative Audit is conducted to review teaching learning process, structures & methodologies of operations, learning outcomes at periodic intervals.

File Description	Documents
Paste link for additional information	<a href="https://www.maldacollege.ac.in/action-taken-report.php">https://www.maldacollege.ac.in/action-taken-report.php</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for**

**B. Any 3 of the above**

**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)**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.maldacollege.ac.in/action-taken-report.php">https://www.maldacollege.ac.in/action-taken-report.php</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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

The college has organized the following

- Seminars, workshop on gender equity along with a course on Gender Sensitization
- Organised International webinar on Gender and Resilience Issues and Perspectives Women in Politics
- Counselling Programme on 'Self Defence and Women' along with Awareness Program.
- A "napkin vending machine with incinerator" has been installed.

#### **Safety and Security:**

- The college has hired security guards and CCTV cameras are installed in different places.
- "Matangini Hazra Chhatri Nibas" has hired security guards, one

warden and one superintendent.

- Activities organised frequently by Women cell to aware the girls students about their responsibilities and rights
- ID card mandatory for students
- A Grievance Redressal box installed for the students along an anti ragging committee.

#### Counselling:

- College has well organised Mentoring system with internal and external mentors along with professional counsellor who helps the students during their needs.
- Motivational talks and seminars on Stress, Mind and Memory Management have been organized by the college authorities.
- Two Days National Webinar on "Life Management vs Pandemic Situation: Contents and Contexts in Sanskrit Literature"
- Inauguration of Malda College Emergency Health Care

#### Common Rooms:

- College has separate Girls and Boys common room

File Description	Documents
Annual gender sensitization action plan	Nil
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	<a href="https://www.maldacollege.ac.in/DocumentUpload/1edec268.pdf">https://www.maldacollege.ac.in/DocumentUpload/1edec268.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy**

**C. Any 2 of the above**

**Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
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

The college takes steps in maintaining cleanliness at the college campus through different mechanisms.

- Coloured Dustbins, contributed by Morning walkers association, Malda, are placed at regular intervals to dispose of solid wastes generated everyday. The green campus committee in the college regularly monitors the cleanliness status in the collegewith3 sweepers and 2 cleaners..
- Organic wastes generated everyday in the college are deposited in the peats. The manure generated is used in gardening and also for feeding livestock at the college campus ,garden waste products are often burnt and disposed.
- The college campus is maintained Plastic Free by the Green campus committee along with the NSS & NCC units.
- Sanitary napkin vending machines in the girls common room are provided with an incinerator for disposal.
- Liquid waste management
  - Presently Liquid wastes discharged are drained into open drain for safe disposal along with a future of their eco friendly disposal.
- E-waste management
  - Some printers used in the college campus are non cartridges (Epson L210) which are non hazardous.

- E-wastes like desktops, laptops are kept safely in separate rooms.
- Irreparable laboratory equipment are sold in conformity with the rules of the purchase committee of the institution.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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** **B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
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	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
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	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	<a href="#">View File</a>
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	<a href="#">View File</a>
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 Institution organises Basanto Utsav / Holi Festival or Dol utsav every year asconceived by Rabindranath Tagore.
- The college authority jointly with the student council organises Saraswati Puja every year. All the students and staff of the college participate.
- The Institute organises "Rakhi Bandhan" andMilad-un- Nabievery year to promote brotherhood , protection and fraternity among all stakeholders.
- The college observes the birth anddeath anniversary of great Indian Personalities like Rabindranath Tagore Netaji subhas Chandra Bose, Mahatma Gandhi, Kaji Najrul Islam, Khuidiram Bose accompanied by informal cultural events.
- Every year Republic Day(26th January) and Independence Day (15 th August) is observed where all students andstaff assemble to pay respect to the nation by hoisting the tricolour.
- All the Departments organises Teachers Day on 5th September every year as a mark to tribute the birth of Dr. Sarvepalli Radhakrishnan.
- National voters day is celebrated every year on 25th january to encourage new voters and to make them aware of their Fundamental Right



- Bhasha divas (Mother language Day) is celebrated on 21 February every year.
- Due to covid pandemic , we have focused on online webinars related to human values and helping needy peoples with extension activities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
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

- Every year Republic Day(26th January) and Independence Day (15 th August) is observed where all students , teaching and non teaching staff assemble to pay respect to the nation by hoisting the tricolour. It is usually followed by speech on martyrs of the nation whose efforts brought about Independence.
- All the Departments of the college organises Teachers Day on 5th September every year as a mark to tribute the birth of Dr. Sarvepalli Radhakrishnan
- Milad-un- Nabi is also celebrated every year at the college campus where all the students and teachers participate.
- National voters day is celebrated every year on 25th january to encourage new voters to participate in the Political process and to make them aware of their Fundamental Right.
- The college also observes the birth/death anniversary of great Indian Personalities like Netaji subhas Chandra Bose, Mahatma Gandhi, Kaji Najrul Islam, Khuidiram Bose.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://www.maldacollege.ac.in/DocumentUpload/d26c7681.pdf">https://www.maldacollege.ac.in/DocumentUpload/d26c7681.pdf</a>
Any other relevant information	Nil

**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**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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 organises Basanto Utsav /Holi Festival in the way as conceived by Rabindranath Tagore.
- The college authority in association with the student council organises Saraswati Puja every year where all the students and staff of college participates.
- The Institute organises "Rakhi Bandhan" utsav and Milad-un-

Nabito promote brotherhood , protection and fraternity among the students and teachers.

- The college observes both the birth and death anniversary of Rabindranath Tagore accompanied by informal cultural events in honour of the cultural icons of both Bengal, Our country and above all, this globe..
- Every year Republic Day(26th January) and Independence Day (15 th August) is observed by all students and staff assemble to pay respect by hoisting the tricolour.
- All the Departments of the college organises Teachers Day on 5th September every year.
- National voters day is celebrated every year on 25th january to encourage new voters to participate in the Political process and to make them aware of their Fundamental Right.
- The college also observes the birth/death anniversary of great Indian Personalities like Netaji subhas Chandra Bose, Mahatma Gandhi, Kaji Najrul Islam, Khuidiram Bose.
- Bhasha divas (Mother language Day) is celebrated every year on 21 February.

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.

**Title : Use of ICT**

**Objective :**

- ICT based learning for all students.
- Transparency Admission Process.
- Integration in Financial matter.

**The Context:**

- Reconceptualizing of learning.
- The learner participates actively.
- Implementation of ERP.

**The Practice**

- Online attendance
- Malda college app
- Well published website for all stake holders.
- Online payment
- online Meeting book
- online stock register

**Evidence of Success:**

- Online attendance reports
- Prompt exam results.
- Transactions in Online mode.
- Student feedback reports.

### Problem Encounters and Resources Required:

- Socio economic background of the students.
- Implementation of CBCS.

### Green Campus Practice

#### Objective

- Environmental sustainability.
- Lowering carbon footprint.
- optimum utilisation of resources.

#### The Context:

- Eco friendly practices in the campus.
- The use of non renewable energy sources
- Controlling vehicular emissions.

#### The Practice:

- Internet banking system .
- re-excavation of the pond
- Practice of pisciculture
- World Environment Day celebration
- Green Campus Committee formation
- Organic Growers add on course and its application at Kheribari
- Tree plantation programmes regularly.

- A rain water harvesting project.
- Two R.O water plant installation.
- Sanitary napkin vending machine.
- Ban on plastics

**Evidence of Success:**

- Paperless mode.
- No use of plastics
- Reuse of Organic Wastes
- Problem Encountered:
- Fund for rain water tank.
- Full instalation of soalr energy
- Recycling of e-wastes
- Disposal of liquid wastes.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.maldacollege.ac.in/good-practice.php">https://www.maldacollege.ac.in/good-practice.php</a>
Any other relevant information	Nil

**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

**Participative Learning through involvement in co-curricular activities.**

As per the vision of Malda College-

- Inter-departmental Model Exhibition and Competition is organized regularly to provide a platform to the students for practising experiential and participative learning. This enables the students to experiment and explore with theoretical knowledge and use that for the wide range of innovations.
- Quiz Competition, Debate and Extempore - Inter-departmental Quiz Competition, Debate and extempore competitions are organised regularly.
- Students of all the departments participate in annual cultural Drama and other cultural programmes. The Drama and Debate Society of the college organizes Drama festival every year.
- Various departments (both UG and PG) have organized students' seminars to encourage the students to present papers related to their curriculum.
- Publication of the wall magazines on contemporary issues enrich their knowledge and also develop the habit of researching on any relevant topic or author.
- The college has initiated steps as per the vision of the college in the adopted village "Kheribari".
- The college organises extension and outreach programmes.
- As per the vision of the college, it tries to create a happy society within the campus

## 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

A number of faculty members of the college are in the Board of Studies of the affiliating 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 distribution, Lecture Layout is prepared by each teacher and displayed on website.
- syllabus progression monitoring committee meets regularly to monitor the teaching learning process and takes remedial measures as and when necessary.
- The academic Council prepares the central time table
- Improvised Learning Management system connected with the departmental website to provide study materials
- Internal test consisting of both conventional questions and MCQ are conducted regularly through online mechanisms to channelise students' addiction to smartphone 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.



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

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

- Academic Calendar for the Undergraduate Programme is prepared by IQAC in collaboration with Academic Council mentioning the tentative schedule of Test Examination, Class Tests, Holidays, Extra-departmental activities, Spots, 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 among the students at the beginning of the session. It guides students about the road map of academic and extracurricular activities .
- The departments also follow the centrally prepared academic calendar to conduct the Class tests, Test examination, Submission of Dissertation papers, practical examination, viva-voce, seminar, field trips and continuous evaluation system and other forms of Continuous Internal Assessment.
- 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.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.maldacollege.ac.in/academic-calendar.php">https://www.maldacollege.ac.in/academic-calendar.php</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	<a href="#">View File</a>

## **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**

**25**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
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)**

2

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

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

300

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

**1.3 - Curriculum Enrichment**

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

- As per the University of Gour Banga Syllabus, Environmental Studies is a subject comprising of one paper of 50 marks, which the students have to compulsorily pass.
- However, there is no provision in the syllabus of the affiliated university for teaching gender sensitization, human values and professional ethics, to all the students. To overcome this the College has drafted its own additional syllabus on gender sensitization and human values and professional ethics .
- The curriculum of Gender sensitization has been framed in accordance to the various topics already present in the syllabus of various subjects.

- Women Cell organizes awareness programmes for the female students.
- To empower female students, an add-on course on tailoring has been introduced as per skill India syllabus.
- Add on course on Organic Grower under the Skill Development of India programme of the Govt. of India and Ukrsha Bangla project of the Govt. of West Bengal
- NSS and NCC, various departments and Green Campus Committee organizes Tree Plantation , Eradication of Plastic, removal of Parthenium and spreading the benefits of using cycles
- To spread the message of Green World, the college has also distributed environment -friendly tools of sanitization in the adopted village - Kheribari.

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.	<a href="#">View File</a>

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

5

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
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

208

File Description	Documents
Any additional information	<a href="#">View File</a>
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**

A. All of the above

File Description	Documents
URL for stakeholder feedback report	<a href="https://www.maldacollege.ac.in/feedback-report.php">https://www.maldacollege.ac.in/feedback-report.php</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	No File Uploaded

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
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File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.maldacollege.ac.in/feedback-report.php">https://www.maldacollege.ac.in/feedback-report.php</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

2538

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

953

File Description	Documents
Any additional information	<a href="#">View File</a>
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

By taking into consideration the 10+2 examination result, class test results, observation of the students in class by the

teachers and feedback from mentors, students are identified as slow learners and advanced learners. However, this nomenclature is not used while dealing with the students. Hence, academic performance is not the only criteria for determining slow learner as it is believed that the conditioning and circumstances which creates slow or advanced learner. The observation in and outside of class by the teachers and mentors play an essential role. Economically backward students are entitled to various scholarships. Advanced Learners are provided various platforms to expose themselves and the successful learners are highlighted to motivate others.

After identifying the various issues related to slow learners. the College always take remedial strategies such as Motivational talks, Music Therapy, Interdisciplinary Classes etcto eradicate those problems. Inspirational and Motivational talks are also provided by the Mentors to guide them to the right path of achievement and keep them stress free.

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

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

Number of Students	Number of Teachers
6281	115

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

- To solve the problems in real life situations, the institution adopted student-centric teaching-learning, experiential- learning, participative learning and problem solving methodologies.
- The students of Science streams are given access to perform experiments in the laboratories and encouraged to

participate in experiential learning through outdoor experiments and workshops.

- To learn the bio-diversity, demographic variations and cross cultural reference of socio-political scenario, the students conduct surveys to analyze the shift in the various paradigms and their implications on the society.
- Institution already started add-on courses on Tailoring and Organic Growers that increased self-employment for interested students.
- Institutions encouraged to participate in various outreach and extension programmes, Inter-departmental Model Exhibition, annual cultural programmes and various events organized by governmental and non-governmental organizations that create awareness about social issues. Various departments have organized students' seminars to encourage the students to present papers related to curriculum and enrich their knowledge about research methodologies. Students enroll themselves in various clubs and committees to arrange and participate in extracurricular activities like debate, extempore, drama, publication of wall-magazine, Annual sports, Inter-departmental football and cricket tournaments to develop their personality.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.maldacollege.ac.in/seminar-event-report.php">https://www.maldacollege.ac.in/seminar-event-report.php</a>

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

- **ICT Enabled Teaching Learning System:**
  - To enhance the quality of the teaching learning mechanism, the college has implemented a self developed LMS.
  - Initially projectors were used on sharing basis and Laptops have been given to the teachers. Further on the basis of the feedback provided by the students



and teachers, a new internalised LMS has been developed where each of the department has created 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 website.

- The performance and activities of the students are also highlighted in the departmental website to encourage them for future ventures and developing leadership qualities.
- The system has further been made available and easy to access by including various free online connecting apps/facilities to boost connectivity among teachers and students and reaching them beyond classroom.
- Assignments and clarification of doubts are also provided by the teachers through these according to their needs even beyond classrooms.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

**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**

115

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

115

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 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

29

File Description	Documents
Any additional information	<a href="#">View File</a>
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

1150

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.

- In case of Internal examination system College has a central policy, prepared by the examination committee in consultation with the teachers council.
- All the respective department conducted number of internal evaluation and all internal examination result published within 15 days of examination.
- If any student has any grievance regarding his/her result he/she may raised the issue to the respective department within 7 days of the publication of the result to be solved at departmental level
- If the problem is major the issue immediately refer to the Examination Committee or grievance redressal cell.
- Departments prepareresult sheet on thebasis of central internal policyand put number touniversity portal on the online modeunder the guidance and regulation of the affiliating university.
- Students can apply for reassessment or scrutiny in any number of papers through the university web portal by paying the requisite fees. If the student is still unsatisfied, he/she can apply for a copy of the answer scripts as per the RTI act.
- . Due to academic autonomy, the post graduate section has an independent examination cell and a Controller of Examinations who is responsible for conducting the examinations with confidentiality and post publication reassessment or scrutiny.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

- The end semester examinations are conducted under the guidance and regulation of the affiliating university.
- Examination Sub-committee consisting of the Principal, Teachers Council Secretary, two teachers and two non teaching staff is responsible for conducting examination .
- Any grievance during the examination is first addressed by committee and if necessary referred to competent authority.
- The principal forwards the applications addressed to the controller or registrar of the university regarding any grievance or discrepancy regarding evaluation of achieved marks.
- The students can apply for reassessment or scrutiny in any number of papers through university web portal by paying requisite fees.
- Due to academic autonomy, the post graduate section has an independent examination cell and Controller of Examinations who is responsible for conducting examinations . There is provision for post publication reassessment or scrutiny as per the university norms.
- For internal evaluation , evaluated answer scripts are shown to the students. This minimises the test related grievances.
- College has both online and offline feedback mechanism through which the students can submit their grievances without disclosing identity .
- In case of any RTI application, the case is addressed by Grievance Redressal Cell and Public Information Officer

of the college tries to duly answer .

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 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.

- Programme outcome, Program specific outcome and Course outcome along with prospects of studying are displayed on the website of departments linked to college website.
- Information regarding Programme and courses are given to the students just after the admission at the Orientation Programme.
- Even the distribution of syllabus and lesson plan according to the courses is handed over to the students at the beginning of the session through departmental website and personal websites of the faculties.
- In addition to these, the teachers and mentors regularly convey the outcomes and prospects of the Programmes and Courses guiding them further towards desired goals.
- The dynamic website of the institution websites is regularly updated and important information regarding Programmes along with their codes is provided through it. Even attendance report of the students in each Programme is reflected in the website.
- Study material with reference to the course and useful links related to further studies are also provided in the departmental websites.
- The website of the library also provides details of syllabus and link for study materials. The college website

regulates all the information and links and makes it easy for the students to get a glimpse of the relevant news.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

- Department prepared Programme specific outcomes and course outcomes. Progression of syllabus and desired outcome monitored by IQAC and Academic Council.
- The Syllabus Progression Monitoring Committee checks out the academic progress regularly.
- Distribution of the syllabus is done by the concerned departments keeping close connection with the academic calendar and allocated class in the routine.
- To reach the course outcome lecture plan prepared by the faculty and shared in the webpage.
- Periodic class tests and continuous internal evaluation done by the college throughout the year in the form of class tests, students' seminar, Test Examination, online MCQ tests allows the teacher to access the attainments of the program outcomes, program specific outcomes and course outcomes.
- Supplementary Test examination has been arranged after addressing the problems of the unsuccessful students.
- Internal and External Mentors keep a check through interaction with the students on the attainment of the outcomes.

- Academic progression of the students are evaluated based on course outcome , regular participation of the students in various extra- curricular activities like cultural activities,

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

### 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

1452

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	<a href="#">View File</a>
Paste link for the annual report	Nil

### 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://www.maldacollege.ac.in/DocumentUpload/140a6436.pdf>

### 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)

**NIL**

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

**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**

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

**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**

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

**3.2 - Innovation Ecosystem**

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



- The college has a research and consultancy cell that encourages faculty members to undertake major and minor research projects. Regularly conferences , seminars , workshops are organised by the college to boost up the research potentialities.
- The teachers regularly publish research articles,literary reviews, chapter,Seminar Proceedings in UGC approved and non approved journals and chapters in books.Teachers also participate in national and international seminars, conferences, symposia throughout the year.
- The college has organised around 17seminars and workshops .
- College published the following journals
  - Indian journal of Multidisciplinary and academic research (ISSN-2347-9884)
  - Exploring History (ISSN-2230-8490)
- The journals have online submission policy, and strictly bear ethical guidelines, and review guidelines.
- Every year Student's Council publish an annual magazine containing literary pieces of the students.
- Courses such as Organic Growers has been introduced aiming at transferring sustainable farming skills to those who practise farming using traditional methods and aims to empower farmers financially. The college is also trying to develop the adopted tribal village as a model where marginal farmers can benefit from modern organic farming practices.
- Through Model exhibition and competition, publication of wall magazine and newsletter, the college encourages innovation among the students and tries to spread scientific awareness.

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

### 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

5

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

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
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

35

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**

11

File Description	Documents
Any additional information	No File Uploaded
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

- In accordance with its vision and mission, the college is committed to the development and upliftment of the society. Extension activities are mainly carried out by
  - NCC take an active part in extension activities like Flood Relief, Blood Donation Camps, Rally for social awareness Programmes against AIDS, Thalassaemia, Literacy Camp, Plantation of Trees Maintenance of Campus discipline and organizing various extracurricular activities.
  - NSS-  
  
On Campus activities

- Environment awareness programme and campus cleaning activities.
- First aid training.

#### Off Campus Activities

- Programmes like Literacy Campaign, Survey, Awareness Programmes in adopted villages.
  - Disaster-management and relief programmes.
  - Traffic awareness programmes.
  - Blood-donation camp.
  - Eradication of Parthenium
- Other students and staff members
  - Participation in Youth Parliament Competition and National Youth Science Congress.
  - Celebration of various Days like National Voters Day, Environment Day, International Yoga Day, Teachers Day, International Women's Day, Mother Language Day, Rakhsha Bandhan, Saraswati Puja, Milad un-Nabi, Swacch Bharat Abhijan etc.
  - Under the supervision of Malda College Green Campus Committee students participate in campus cleaning, tree plantation, awareness activities trying to make a plastic free campus with organic approach.
  - The college takes initiative to support Financially deprived students by providing them half free/ full free facilities.

File Description	Documents
Paste link for additional information	<a href="https://www.maldacollege.ac.in/extension-and-outreach-programs.php">https://www.maldacollege.ac.in/extension-and-outreach-programs.php</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)	No File Uploaded
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**

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**

317

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**

4

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
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**

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
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.

- Student strength - 6281 and Teachers -115.
- College Campus - 42400 square meters, Built-up Area - 8245 square meters. There are classrooms-69 (18 with projectors and ICT). Laboratories - 19 and computer labs- 04.
- Two big theatre halls for compulsory classes, seminars, workshops, special lectures, and various cultural programs
- Two auditoriums (Sitting capacity 340 & 1012)
- The central library (recently renovated with RUSA funding) has two floors. Total Books -62805, Rare Books -550. Access to e-books and e-journals through N-List. It has an air-conditioned reading room with a computer section for online study materials. Some departments have seminar libraries as well.
- The college has three Boys' hostels and one Girls' hostel for outstation students.
- The college has a green 'Energy Generating System' for renewable energy.
- Total 243 computers, out of which students use 145. A newly renovated air-conditioned computer lab with 36 PCs (BCA), a dedicated 100 Mbps fiber optic internet line, and a projector was recently opened.
- Botany Department has a botanical museum. Department of Zoology bears a Zoological Museum.
- Classes are held in two partially overlapping shifts to maximize classroom and other resource use. A Science Block is under construction to accommodate all science departments.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.maldacollege.ac.in/physical.php">https://www.maldacollege.ac.in/physical.php</a>

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

- Malda College includes two playgrounds for sports, games, and cultural events. Sports and cultural subcommittees organize events and contests. The college's gym keeps teachers and students healthy. Sports committee, Students' Council, and NCC organize various events.
- The playground hosts sports and cultural activities, the District Book Fair, and government fairs. Even the playground is utilized for administrative, election, and club/organization functions.
- Students' Common room has facilities for indoor games for the recreation of the students.
- The gymnasium has adequate equipment for the physical training of the students and teachers.
- The two auditoriums and the theatre hall are used for seminars, conferences, cultural events, performances of cultural events of the college, and other government and non-governmental local bodies.
- The college also encourages the students to perform yoga and has celebrated Yoga Day. The open corridors and courtyard of the institution are used for it.
- The NCC unit also uses the small playground for their practice sessions and various events.
- Along with these physical resources, all the teaching and non-teaching staff with the students acts as part of the human resource to work for proper management and enhancement of higher education in the institution

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.maldacollege.ac.in/physical.php">https://www.maldacollege.ac.in/physical.php</a>



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

69

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.maldacollege.ac.in/physical.php">https://www.maldacollege.ac.in/physical.php</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)

1.71060

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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)

- Since 2013, the Central Library has been partially automated with Koha ILMS. This software was used for book collecting, spine labeling and barcoding, book circulation, library user card development, and online catalog access (OPAC).
- OPAC lets library patrons check book availability.
- The library uses barcode circulation.
- The library gives remote access to digital resources such

as previous years' question papers, curriculum, and freshly arrived books.

- The central library has books, rare books, N-List e-books, and e-journals. Students can access online study materials on the library's computers.
- The library provides access to digital books via Malda College Digital Repository (DSpace) on desktops and Smart Phones via Wi-Fi.
- The library offers customers free printing, restricted document scanning, N-LIST user ID, and e-document delivery via email.
- The library created a YouTube channel (<https://www.youtube.com/CentralLibraryMaldaCollege>), a Facebook page, and a website (<https://librarymaldacollege.wordpress.com/>) to disseminate library information.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://librarymaldacollege.wordpress.com/">https://librarymaldacollege.wordpress.com/</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**

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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)**

5.29776

File Description	Documents
Any additional information	<a href="#">View File</a>
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**

0

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure**

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

- Most of the campus is covered by CCTV and all computers are LAN-connected.
- The college has introduced Unified Threat Management (UTM), which consolidates different security and networking operations.
- All teaching and non-teaching employees have an internet account and password.
- Students' wifi passwords are displayed. Students can easily access the internet in the computer lab.
- For regular IT infrastructure maintenance, the college has a "Computer Repair and Maintenance Committee"
- Local vendor has AMC for printers and copiers.
- College has adopted Enterprise Resource Planning (ERP) System. ERP integrates administrative functions like accounting, student information, admission, online attendance, online exams, and data protection.
- College created Android app for students and teachers. Google Play also has the app.
- Students can access to their college profile using their id

and password to view academic, attendance, payment, and other information.

- College Android App gives students e-ID cards.
- Most of the college's computers use Linux OS.
- College library is maintained by the open-source software "Koha".
- A new air-conditioned computer lab with 84 PCs, a 50 Mbps fibre optic internet line, and a projector was recently opened to meet student demand and make them more digitally savvy.

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

#### 4.3.2 - Number of Computers

243

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 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	<a href="#">View File</a>

#### 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)

31.99891

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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 College has a well-organized and decentralized facility maintenance system. Different committees working with IQAC assure optimal facility maintenance and budget use.

- **Maintenance of Academic Facilities**
  - The Head of Department (HoD) submits academic requirements to the Principal through Academic Council or IQAC.
  - It is then processed through the Administrative Body, Finance & Tender Committee.
  - Funding various seminars and workshops in partnership with national/international entities.
  - Each department receives Rs. 5,000/year for instructional aids.
  - A transparent purchase policy.
  - Purchases are recorded in a stock register.
  
- **Maintenance of Physical Facilities**
  - Dedicated subcommittees work with the office to meet various needs. NSS cleans campus. Green Campus Committee maintains campus' eco-friendliness.
  
- **IT infrastructure / Computer Facilities**
  - Maintenance and up-gradation IT infrastructure by a dedicated Committee.
  - High-performance computing server.
  - ICT training.

- **Sports Facilities**
  - The Sports Committee maintains sports grounds and equipment.
  - A well-structured Gymkhana for students and staff.
  
- **Laboratory Facilities**
  - Department personnel or hired technicians maintain laboratory equipment.
  - Each department maintains a stock register.
  
- **Library Facilities**
  - The Library Committee has responsibility for planning and the upkeep and future development of the College Library also the purchase of the books for the library.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.maldacollege.ac.in/physical.php">https://www.maldacollege.ac.in/physical.php</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**

2163

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

285

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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**

C. 2 of the above

File Description	Documents
Link to Institutional website	<a href="https://www.maldacollege.ac.in/communicative-english.php">https://www.maldacollege.ac.in/communicative-english.php</a>
Any additional information	<a href="#">View File</a>
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**

3652

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

3652

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted 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 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**

**A. All of the above**

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

**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**



120

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

### 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

289

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
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

4

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
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)	No File Uploaded

**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 )**

The student council actively participates in every aspect of the college.

- The activity of student council is guided by the Guidelines framed by 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 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.
- The Student council takes active participation in

organising seminars, workshops and all kinds of extension activities ,Blood Donation camp, organises Traffic safety week every year. in 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.
- The students organise Freshers welcome ,annual function, model exhibition, Teachers' Day celebration,cultural competition, Annual Social Programme, Annual Exhibition, Publication of Students' Magazine, Annual Sports etc.

File Description	Documents
Paste link for additional information	<a href="https://www.maldacollege.ac.in/students-union.php">https://www.maldacollege.ac.in/students-union.php</a>
Upload any additional information	<a href="#">View File</a>

**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**

17

File Description	Documents
Report of the event	<a href="#">View File</a>
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

- 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 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
- Reunion programs involving alumni are organized.
- 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 academic, cultural and professional ethics by organizing cultural programmes and activities, plantation programmes in the college premises.
- The alumni association of Malda College has taken responsibility of pisciculture of the pond in the college premises.
- The Association has provided financial help to enhance extension activities and enhance the quality of education.

File Description	Documents
Paste link for additional information	<a href="https://www.maldacollege.ac.in/alumni-registration-form.php">https://www.maldacollege.ac.in/alumni-registration-form.php</a>
Upload any additional information	<a href="#">View File</a>

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

**E. <1Lakhs**

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

## **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 has created a well structured administrative system which operates in a decentralised manner through various statutory and non-statutory committees functioning under the guidance of the Principal and the conveners and the The Governing Body/Administrator at the apex .
- IQAC has taken a major role in implementing the quality assurance strategies for strengthening-
  - CAS
  - IT inftrastructure development
  - laboratoty modernization
- the college has tried to implement various policies regarding teaching learning outcome , familiarization with digital age, student seminar, field and project work ,Mentoring, Career counselling,Internal Evaluation work , formation of academic environment of critical thinking towards nature and society.

- Extracurricular activities , Cultural programmes, sports, Youth Parliament, Career Counselling Programmes, Awareness by Election Commission etcare organized through Students' Council, NSS,NCC and various committee.
- The participation and support of the teaching and non-teaching staff to ensure 100 % transparency in online admission process and examination indicates the efficiency of the governance in tune with the vision and mission of the institution.
- The college has adopted the online mode for academic and administrative ativitiesand ensurequality education and address the demands of the students through feedback through online mode.

File Description	Documents
Paste link for additional information	<a href="https://www.maldacollege.ac.in/principals-desk.php">https://www.maldacollege.ac.in/principals-desk.php</a>
Upload any additional information	<a href="#">View File</a>

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

- During the last five years the Administrator (District Magistrate) and Principal / Teacher-in-Charge has led the governance and management.
- The members of various committees comprising of the teaching and non-teaching staff participate to carry out the daily functioning, different academic and administrative aspects of the college in a decentralized manner.
- The functioning of the participative management system is executed as the principal and conveners take decisions regarding implementation of any policy after the consultation with stakeholders in meetings.

- **Case Study : Purchase of Books in Library**
  - Departments recommend list of books as per requirement and recommendation of the students to the library committee through Head of department
  - The library committee prepared budget and sort the books on recommendation and availability of existing books.
  - The budget is submitted to finance committee for approval. On approval of budget, tender is called for buyer through Tender committee. Work Order is provided by the finance and tender committee and finally the orders are placed.
  - Approval of the budget is also approved by the head of the institution and administrator .
  - After arrival of the books , they are rearranged and catalogued in the library for the regular and systematic use of the students.

File Description	Documents
Paste link for additional information	<a href="https://www.maldacollege.ac.in/aqar-details.php">https://www.maldacollege.ac.in/aqar-details.php</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- **The following strategies are taken for development of students :**
  - **Academic Calendar,Dynamic Class Routine,Departmental websites**
  - **ERP ( Student Login for Fees payment, View class Attendance, e-notice, Providing Feedback etc)**

- E-learning Materials
- Open access Library resource & Access to Inflibnet e-resources
- Various Student Group using ICT tools, Continuous Internal Evaluation using mainly online platform
- NSS and NCC
- Prospectus, Dynamic Notice, Student Information Brochure, Student Road Map, Other Student Support Service
- Code of Conduct
- List of Mentors
- For Teachers and Staff
  - ERP for academic and administrative purpose
  - Upload E-learning Material for students as a part of LMS
  - E-diary
  - View Salary, Tax, PF details
  - Open access Library resource & Access to Inflibnet e-resources
  - Personal Teachers' Website
  - Code of Conduct
  - OfficeStaff FlowChart
  - Office Work Flow Chart
  - Employee Online activity Site
- For Alumni and Guardians
  - Alumni Group



- Feedback by Alumni and Guardians
- College Administration
  - Principal's Effectiveness Feedback
  - Policy Documents
  - Online Meeting Book, Asset Register
- Case Study : Renovation of BCA Computer Laboratory
  - Renovation and upgradation of BCA lab was discussed in the BCA Monitoring committee and then the Finance Committee adopted a resolution. Tender committee published the tender and after being approved through proper channels the work was executed by the Computer repair and maintenance Committee.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.maldacollege.ac.in/aqar-details.php">https://www.maldacollege.ac.in/aqar-details.php</a>
Upload any additional information	<a href="#">View File</a>

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.

- As per order (Ref No. 811/UGB/R-16, Dated- 24.08.2016) District Magistrate of Malda was appointed as Administrator . All the powers of the GB was shifted to the Administrator.
- College is governed by the Principal and the Administrator through well documented note-sheets and resolutions.
- All the major administrative policy regarding the implementation of new policies, appointment of Bursar, IQAC

coordinator and members, Convener and members of various Statutory bodies are taken by the Administrator in consultation with the Principal following the rule of Government of West Bengal and statue of the affiliating university.

- The Administrator along with the Principal forms the statutory committees like Anti-ragging Cell, SC/ ST Cell, Minority Cell, OBC Cell, Grievance Redressal Cell, Internal Complaint Cell, Finance Committee, IQAC, RUSA committee for major administrative works .
- The Academic Council, Teachers' Council , Extension activity Cell, Admission Committee, Examination Committee functions under the chairmanship of the Principal .
- Various other sub committees are formed by the Teachers' Council for proper maintenance and day to day functioning of the college.
- The Academic Council Consisting of the Head of the Departments under the chairmanship of Principal takes major decisions regarding the academic aspects .

File Description	Documents
Paste link for additional information	<a href="https://www.maldacollege.ac.in/office-work.php">https://www.maldacollege.ac.in/office-work.php</a>
Link to Organogram of the institution webpage	<a href="https://www.maldacollege.ac.in/aqar-details.php">https://www.maldacollege.ac.in/aqar-details.php</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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

- College provides various welfare measures:
1. Group Life insurance for all full time teaching and non-teaching staffs
  2. Festival Bonus is sanctioned for all eligible non-teaching staff.
  3. College administration always tries to ensure timely promotion of all staff members
  4. College attempts to maintain good academic and friendly environment in the college premises
- The College has a Credit Cooperative Society.It provides hassle free loan to full time teaching and non-teaching staff . Fixed and Recurring Deposit Schemes are provided to the staff.
  - The teaching and non-teaching staff can enjoy their allotted leaves and they are approved as per their requirements whenever necessary.
  - The teachers are also allotted duty leave for academic and faculty development purpose and for pursuing PhD.

- IQAC organizes training programmes for the teaching and non-teaching staff on teaching methodologies, ICT skills and administrative software (ERP).

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

**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)	No File Uploaded

**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**

3

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	<a href="#">View File</a>
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**

21

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	<a href="#">View File</a>
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**

- The institution follows the PBAS (Performance based Appraisal System) for the faculty members as per the 2010

regulation (and the two amendments) of the UGC(6.0.2 clause of UGC " minimum Qualification for appointment of teachers and other academic staff in academic colleges and universities-2010). On fulfill the criteria incumbents files are forwarded to the Director of Public for promotion.

- The teachers submits this appraisal report in prescribed format at the end of every year.
- The IQAC team thoroughly checks and verifies all academic activities of the faculty. After being satisfied the Coordinator forwards the documents to the Principal and then the Principal forwards the cases of promotion to the Governing Body/Administrator.
- An online feedback system has been generated by the college authority where students judge the performance of the teachers.
- An online teacher diary is maintained where the teachers will give the details of academic and other performances every month.
- For the non-teaching staff, there is no provision of PBAS though they enjoy the facility of direct promotion in their respective sector after a certain period of service not less than 10 years.
- Biometric attendance system has been installed for teaching and non-teaching staff as part of Performance Monitoring system.

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

#### **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 college is maintaining its accounts with Tally ERP 9 (Prime software) At the end of the year the external accounts experts are consulted and prepared for government audit. We are ready for the audit process but the statutory auditors are yet to be provided by the government.
- 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 2014-2015 to 2019-2020.
- The governmental agencies have been approached for the external statutory audit for the year 2020-21 and 2021-22.
- 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.

File Description	Documents
Paste link for additional information	<a href="https://www.maldacollege.ac.in/audit.php">https://www.maldacollege.ac.in/audit.php</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)**

1.47

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
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

- College follows transparent procedure for mobilisation of funds and optimal utilisation of resources. Other than the Govt. and UGC grants, the college has secured funding from RUSA Grant, Science and Engineering Research Board, North Bengal Development Department, NCC Grant, NSS Grant, State Govt. Grant for equipment and minor renovation of the physical assets.
- The Finance Committee or Tender Committee under the guidance of the Principal and after consulting the Administrator / Governing Body takes initiative for tender procedure wherever required for the proper utilization of the fund.
- College Strictly follows the finance rules of Govt. of West Bengal as well as the finance rule of Govt. of India.
- According to the response of the Tender , the work worder is provided and the members of the concerned committee keep a check on the progression of the work on regular intervals.
- The renovation of the library made with the RUSA fund granted to the college can be cited as an example of optimal of utilisation of resources and institutional strategies for mobilisation.
- The RUSA Committee, Finance Committee and Planning Committee along with Library Committee has taken an active role to institutionalize the developmental strategy till the utilization of the resource.



File Description	Documents
Paste link for additional information	<a href="https://www.maldacollege.ac.in/audit.php">https://www.maldacollege.ac.in/audit.php</a>
Upload any additional information	<a href="#">View File</a>

## 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

The following has been institutionalized as part of quality assurance strategies and processes:

- Regular IQAC, Academic Council and other committee meetings
- Students Seminar and webinar
- E-diary for performance appraisal of teachers
- Dynamic routine , academic calendar , departmental website
- Feedback from all stakeholders
- Submission of AQAR, NAAC peer team visit and accreditation and regular participation in NIRF, AISHE.

### Practice 1: Online Attendance

- Attendance is taken through ERP system and report can be seen instantly by all the stakeholders of the institution anywhere anytime.
- Number of classes taken by the teachers and attended by the students can be monitored for analysis at the same time.

### Practice 2: Online Examination through MCQ

- To prepare the students for the various competitive examinations in the job market and national examinations like NET/ SLET/ JAM/ CAT, the college has introduced online MCQ test by the recommendation of IQAC for continuous internal evaluation process .
- Other initiatives taken by the IQAC in institutionalizing the quality assurance strategies :
  - Orientation program for the newcomer students for

awareness about different activities and facilities of the college.

- certificate course on Basic Computer Literacy OMIS, Individual Tailoring, Organic Grower and Communicative English.
- Extension activity
- Regular Seminars/Workshop on emerging issues.

File Description	Documents
Paste link for additional information	<a href="https://www.maldacollege.ac.in/action-taken-report.php">https://www.maldacollege.ac.in/action-taken-report.php</a>
Upload any additional information	<a href="#">View File</a>

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

- 'Syllabus Progression Monitoring Committee' :
  - The feedback of the stakeholders to evolve the mechanism
  - Mentoring to encourage the involvement of the students in the teaching- learning process and to enhance the learning outcomes.
  - Motivational talks by alumni, remedial classes for slow learners, special lectures and interdisciplinary classes are arranged by the departments.
  - syllabus distribution among the teachers, lecture plan and the course outcomes are prepared and displayed in the departmental website.
  - It has been introduced in each department consisting of all the teachers of the department and one IQAC

member as the external reviewer to keep a check on the progression and status of the curriculum.

- **ICT Enabled Teaching Learning System:**
  - To enhance the quality of the teaching learning mechanism, the college has implemented a self developed LMS where each of the department has created website and the teachers are providing learning material, online MCQ Practice Sets, Lesson Plans, Course Outcomes and various other helpful links.
  - Projectors & Laptops in class and free online connecting apps/facilities to boost connectivity among teachers and students and reaching them beyond classroom.
  - Academic and Administrative Audit is conducted to review teaching learning process, structures & methodologies of operations, learning outcomes at periodic intervals.

File Description	Documents
Paste link for additional information	<a href="https://www.maldacollege.ac.in/action-taken-report.php">https://www.maldacollege.ac.in/action-taken-report.php</a>
Upload any additional information	<a href="#">View File</a>

<p><b>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></p>	<p><b>B. Any 3 of the above</b></p>
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File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.maldacollege.ac.in/action-taken-report.php">https://www.maldacollege.ac.in/action-taken-report.php</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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

The college has organized the following

- Seminars,workshop ongender equityalong with a course on Gender Sensitization
- OrganisedInternational webinar on Gender and Resilience Issues and PerspectivesWomen in Politics
- Counselling Programme on 'Self Defence and Women'along withAwareness Program.
- A "napkin vending machine with incinerator" has been installed.

#### Safety and Security:

- The college has hired security guardsandCCTV cameras are installed in different places.
- "Matangini Hazra Chhatri Nibas" has hired security guards,one warden and one superintendent.
- Activities organised frequently by Women cellto aware the girls students about their responsibilities and rights
- ID card mandatory forstudents

- A Grievance Redressal box installed for the student along an anti ragging committee.

**Counselling:**

- College has well organised Mentoring system with internal and external mentors along with professional counsellor who helps the students during their needs.
- Motivational talks and seminars on Stress, Mind and Memory Management have been organized by the college authorities.
- Two Days National Webinar on "Life Management vs Pandemic Situation: Contents and Contexts in Sanskrit Literature"
- Inauguration of Malda College Emergency Health Care

**Common Rooms:**

- College has separate Girls and Boys common room

File Description	Documents
Annual gender sensitization action plan	Nil
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	<a href="https://www.maldacollege.ac.in/DocumentUpload/1edec268.pdf">https://www.maldacollege.ac.in/DocumentUpload/1edec268.pdf</a>

**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	<a href="#">View File</a>
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

The college takes steps in maintaining cleanliness at the college campus through different mechanisms.

- Coloured Dustbins, contributed by Morning walkers association, Malda, are placed at regular intervals to dispose of solid wastes generated everyday. The green campus committee in the college regularly monitors the cleanliness status in the collegewith3 sweepers and 2 cleaners..
- Organic wastes generated everyday in the college are deposited in the peats. The manure generated is used in gardening and also for feeding livestock at the college campus ,garden waste products are often burnt and disposed.
- The college campus is maintained Plastic Free by the Green campus committee along with the NSS & NCC units.
- Sanitary napkin vending machines in the girls common room are provided with an incinerator for disposal.
- Liquid waste management
  - Presently Liquid wastes discharged are drained into open drain for safe disposal along with a future of their eco friendly disposal.
- E-waste management
  - Some printers used in the college campus are non cartridges (Epson L210) which are non hazardous.
  - E -wastes like desktops, laptops are kept safely in separate rooms.

- Irreparable laboratory equipment are is sold in conformity with the rules of the purchase committee of the institution.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
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:**

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

**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
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	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	<a href="#">View File</a>
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	<a href="#">View File</a>
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 Institution organises Basanto Utsav / Holi Festival or Dol utsav every year asconceived by Rabindranath Tagore.
- The college authority jointly with the student council organises Saraswati Puja every year. All the students and staff of the college participate.
- The Institute organises "Rakhi Bandhan" andMilad-un-Nabievery year to promote brotherhood , protection and fraternity among all stakeholders.
- The college observes the birth anddeath anniversary of great Indian Personalities like Rabindranath Tagore Netaji subhas Chandra Bose, Mahatma Gandhi, Kaji Najrul Islam, Khuidiram Bose accompanied by informal cultural events.
- Every year Republic Day(26th January) and Independence Day (15 th August) is observed where all students andstaff assemble to pay respect to the nation by hoisting the tricolour.
- All the Departments organises Teachers Day on 5th September every year as a mark to tribute the birth of Dr. Sarvepalli Radhakrishnan.
- National voters day is celebrated every year on 25th january to encourage new voters and to make them aware of

their Fundamental Right

- Bhasha divas (Mother language Day) is celebrated on 21 February every year.
- Due to covid pandemic , we have focused on online webinars related to human values and helping needy peoples with extension activities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
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

- Every year Republic Day(26th January) and Independence Day (15 th August) is observed where all students , teaching and non teaching staff assemble to pay respect to the nation by hoisting the tricolour. It is usually followed by speech on martyrs of the nation whose efforts brought about Independence.
- All the Departments of the college organises Teachers Day on 5th September every year as a mark to tribute the birth of Dr. Sarvepalli Radhakrishnan
- Milad-un- Nabi is also celebrated every year at the college campus where all the students and teachers participate.
- National voters day is celebrated every year on 25th january to encourage new voters to participate in the Political process and to make them aware of their Fundamental Right.
- The college also observes the birth/death anniversary of

great Indian Personalities like Netaji subhas Chandra Bose, Mahatma Gandhi, Kaji Najrul Islam, Khuidiram Bose.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://www.maldacollege.ac.in/DocumentUpload/d26c7681.pdf">https://www.maldacollege.ac.in/DocumentUpload/d26c7681.pdf</a>
Any other relevant information	Nil

**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. Any 3 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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 organises Basanto Utsav /Holi Festival in the way as conceived by Rabindranath Tagore.

- The college authority in association with the student council organises Saraswati Puja every year where all the students and staff of college participates.
- The Institute organises "Rakhi Bandhan" utsav and Milad-un-Nabito promote brotherhood , protection and fraternity among the students and teachers.
- The college observes both the birth and death anniversary of Rabindranath Tagore accompanied by informal cultural events in honour of the cultural icons of both Bengal, Our country and above all, this globe..
- Every year Republic Day(26th January) and Independence Day (15 th August) is observed by all students and staff assemble to pay respect by hoisting the tricolour.
- All the Departments of the college organises Teachers Day on 5th September every year.
- National voters day is celebrated every year on 25th january to encourage new voters to participate in the Political process and to make them aware of their Fundamental Right.
- The college also observes the birth/death anniversary of great Indian Personalities like Netaji subhas Chandra Bose, Mahatma Gandhi, Kaji Najrul Islam, Khuidiram Bose.
- Bhasha divas (Mother language Day) is celebrated every year on 21 February.

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.

**Title : Use of ICT**

**Objective :**

- ICT based learning for all students.
- Transparency Admission Process.
- Integration in Financial matter.

**The Context:**

- Reconceptualizing of learning.
- The learner participates actively.
- Implementation of ERP.

**The Practice**

- Online attendance
- Malda college app
- Well published website for all stake holders.
- Online payment
- online Meeting book
- online stock register

**Evidence of Success:**

- Online attendance reports

- Prompt exam results.
- Transactions in Online mode.
- Student feedback reports.

#### Problem Encounters and Resources Required:

- Socio economic background of the students.
- Implementation of CBCS.

#### Green Campus Practice

##### Objective

- Environmental sustainability.
- Lowering carbon footprint.
- optimum utilisation of resources.

##### The Context:

- Eco friendly practices in the campus.
- The use of non renewable energy sources
- Controlling vehicular emissions.

##### The Practice:

- Internet banking system .
- re-excavation of the pond
- Practice of pisciculture

- World Environment Day celebration
- Green Campus Committee formation
- Organic Growers add on course and its application at Kheribari
- Tree plantation programmes regularly.
- A rain water harvesting project.
- Two R.O water plant installation.
- Sanitary napkin vending machine.
- Ban on plastics

**Evidence of Success:**

- Paperless mode.
- No use of plastics
- Reuse of Organic Wastes
- Problem Encountered:
  - Fund for rain water tank.
  - Full instalation of soalr energy
  - Recycling of e-wastes
  - Disposal of liquid wastes.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.maldacollege.ac.in/good-practice.php">https://www.maldacollege.ac.in/good-practice.php</a>
Any other relevant information	Nil

### 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

Participative Learning through involvement in co-curricular activities.

As per the vision of Malda College-

- Inter-departmental Model Exhibition and Competition is organized regularly to provide a platform to the students for practising experiential and participative learning. This enables the students to experiment and explore with theoretical knowledge and use that for the wide range of innovations.
- Quiz Competition, Debate and Extempore - Inter-departmental Quiz Competition, Debate and extempore competitions are organised regularly.
- Students of all the departments participate in annual cultural Drama and other cultural programmes. The Drama and Debate Society of the college organizes Drama festival every year.
- Various departments (both UG and PG) have organized students' seminars to encourage the students to present papers related to their curriculum.
- Publication of the wall magazines on contemporary issues enrich their knowledge and also develop the habit of researching on any relevant topic or author.
- The college has initiated steps as per the vision of the college in the adopted village "Kheribari".
- The college organises extension and outreach programmes.



- As per the vision of the college, it tries to create a happy society within the campus

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

The following plan of actions are to be considered for the next academic year-

1. Common kitchen for boys' and girls' hostels to be prepared.
2. New cycle stand to be prepared and renovation of the existing one to be done for accomodating the cycles of the students and staff.
3. More infrastructural development to be done for Coaching for competitive examination.
4. Seed money for the publications and research are to be given to teachers .
5. Mess and dining rooms of the hostels to be improved and renovated.
6. Emphasis to be given to the practice of Students' seminar for making it the best practice in future.