



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		MUGBERIA GANGADHAR MAHAVIDYALAYA
Name of the head of the Institution		Swapan Kumar Misra
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		+919002275816
Mobile no.		9002275816
Registered Email		mugberia_college@rediffmail.com
Alternate Email		mugberia_college@mail.vidyasagar.ac.in
Address		Bhupatinagar, Purba medinipur, West Bengal, 721425
City/Town		Contai
State/UT		West Bengal
Pincode		721425

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Rural			
Financial Status		Self financed and grant-in-aid			
Name of the IQAC co-ordinator/Director		Dr Kalipada Maity			
Phone no/Alternate Phone no.		03220270236			
Mobile no.		9434611354			
Registered Email		kmaity78@gmail.com			
Alternate Email		kalipada_maity@yahoo.co.in			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		http://www.mugberiangadharmahavidyalaya.org/files/aqar/1608784898aqar_report.pdf			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		http://www.mugberiangadharmahavidyalaya.org/files/Academic_Calendar_2019-2020.pdf			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	B	2.62	2013	25-Oct-2013	24-Oct-2018
3	B+	2.71	2019	01-Apr-2019	31-Mar-2024
1	B	70.0	2007	31-Mar-2007	30-Mar-2012
6. Date of Establishment of IQAC			20-Sep-2007		
7. Internal Quality Assurance System					

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Two Day National level Seminar cum Workshop on Environment friendly Sustainable Agriculture and IT college set up for rural Socio economic development	04-Feb-2020 2	250
A workshop had been arranged by IQAC for implementing the new CBCS syllabus.	23-Jul-2019 1	102
Carrier Advancement Scheme (UGC & State Govt.)	16-Apr-2020 1	30
One day National Webinar on Development of new Trends of Scientific Research to Combat COVID-19 , Organised by Research Cell in collaboration With IQAC , Mugberia Gangadhar Mahavidyalaya and Dept. of Environment Science , University of calcutta, Dated-	20-Jun-2020 1	160
One Day workshop for Innovation Day - the 79th birth anniversary of Dr. A.P.J. Abdul Kalam, organized by Science Departments of the college in collaboration with IQAC on 15th October 2019.	15-Oct-2019 1	140
APC Roy Memorial Lecture Series 3 on the occasion of 158th Birth Day of APC Roy and 150 years celebration of Periodic Table, Organized by Research Cell in collaboration with IQAC of the college, dated 19th August 2019.	19-Aug-2019 1	150
Workshop on Cloud based software for office management	20-Feb-2020 1	83

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Mugberia Gangadhar Mahavidyalaya	UBA	Central Govt	2019 365	50000
Mugberia Gangadhar Mahavidyalaya	B.Voc	UGC	2019 730	72571
Mugberia Gangadhar Mahavidyalaya	B.Voc	UGC	2019 730	360000
Mugberia Gangadhar Mahavidyalaya	Seminar	ICSSR	2019 365	90000
Mugberia Gangadhar Mahavidyalaya	RUSA	RUSA	2019 365	416667
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

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10. Number of IQAC meetings held during the year :

2

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

One Day workshop for Innovation Day the 79th birth anniversary of Dr. A.P.J. Abdul Kalam, organized by Science Departments of the college in collaboration with IQAC on 15th October 2019 and Two Day National level Seminar cum Workshop on Environment friendly Sustainable Agriculture and IT college set up for rural Socio economic development.

One day National Webinar on Development of new Trends of Scientific Research to

Combat COVID-19 , Organised by Research Cell in collaboration With IQAC , Mugberia Gangadhar Mahavidyalaya and Dept. of Environment Science , University of Calcutta, Dated- 20.06.2020

Assist for preparing DBT star college project proposal and presentation at DBT office, New Delhi. and preparing CPE final report of UGC

As per suggestion of IQAC on 27.08.2019, the principal sir formed a committee for ICT based class teaching and monitoring . The committee members are i. Dr. Subhas Chandra ii. Dr. Apurba Giri iii. Mr. Kingshuk Karan iv. Mr. Sk. Khabiruddin. Besides, as per IQAC suggestion, implementation of cloud based software for office managements has been adopted in the college.

APC Roy Memorial Lecture Series 3 on the occasion of 158th Birth Day of APC Roy and 150 years celebration of Periodic Table, Organized by Research Cell in collaboration with IQAC of the college, dated 19th August 2019.

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

Plan of Action	Achievements/Outcomes
The IQAC reviewed all departmental profiles then request to principal to appoint the State Added College Teacher(SACT) for Category 1 2 as per State Govt Order.	The college appointed 16 SACT with category 1 and 54 SACT with category 2.
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	12-Oct-2020

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

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

08-Sep-2020

17. Does the Institution have Management

Yes

Information System ?	
<p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p>	<p>All admissions are online using admission software (https://wb.onlineadmission.org/ghc/admission_notification_ug.aspx?clgcodemugm, https://pg.onlineadmission.org/GHC/admission_notification_PG.aspx?clgcodeMUGM and https://pg.onlineadmission.org/ghc/admission_notification_BPED.aspx?clgcodeMUGM).</p> <p>Application Forms for admission are uploaded on the website. Selection of candidates is done based on an index factor calculated by the respective departments and admission committee. This is on the basis of merit. Students are also selected in the reserved Category. This list is attached separately to ensure chances for them in Higher Education. Data required by the University is sent online based on the information drawn from the Application Forms. Student information is available on the website. All relevant information regarding the college, notices and announcements are uploaded on the website. Internal examinations are arranged over the college website by the teachers(http://mugberiaexam.aadija.online/). Payment of any expenditure are done through PFMS and NEFT. All Fees are received from the students through online in our bank account (https://mgmcloud.in/StudentPortal/Login.aspx). Fees for University Examination are also remitted online. Registration of students are done through online. Salary of the Employee are disbursed through HRMS. PF of Employees are also maintained through a software. SMS through notification gateway is sent to parents regarding low attendance and academic performance etc. Parent Teacher meetings are also held. Information is disseminated through college website, Social Network: Information to stakeholders through college website. Staff informed through SMS, Whatsapp group . Staff salary notification and generation of salary slips is done online. Finance Accounting is done through a cloud based software with a link to our bank account. Ledger records are maintained electronically. The college maintain Library software with SOUL 2.0. The Student also access the titles</p>

of the books through OPAC. The Students and others feedback has been received through college website(<http://www.mugb-eriagangadharmahavidyalaya.org/signup.php>).

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The institution ensures effective curriculum delivery through a well planned and documented process Response: The College adopted the curriculum framed by the Vidyasagar University for general section and NCTE syllabus for Teacher Education Section. The college developed its own curriculum for certificate courses, like Communicative English, Income Tax Practices, Business Management, Yoga Therapy, Human Rights and Vermicomposting. This institution also developed curriculum for Diploma course in Tourism & Hotel Management, Soil management by vermicomposting and Computer application and IT of the UGC. The following steps are followed to ensure effective curriculum delivery keeping in view the pandemic situation due to COVID'19. The Annual Academic Calendar is prepared according to the University Calendar by IQAC and Teachers' Council specifying available dates for significant activities like, Continuous Internal Assessment, surprising tests etc to ensure proper teaching learning process. Later in the month of April 2020 the modification has been done in teaching learning process by the virtual platform. Meeting is held in each department to discuss about routine, syllabus distribution, internal examination through online process for present and next academic session. Based on the individual teacher, the syllabus is allotted by the Head of the Departments. Head of the Departments maintain effective academic planning, implementation and review of the curriculum during this pandemic situation. Theory and Practical classes are held according to the Virtual Time-Table prepared prior to the commencement of the academic year by the concerned Departments. In addition to traditional pedagogical tools the use of modern teaching aids and ICT by using visual class room, smart class room, laptop through virtual platforms like Zoom, Google Meet, Google Classroom, WebEx Meeting, Work Place, Facebook and Whats App. Study materials of each department are uploaded in the college website and also in departmental whatsapp group. Classroom teaching is supplemented with seminars, exhibition, workshops, special lecture, Tutorials, Departmental Quiz, Wall Magazine, paper presentation by the students, projects, group assignments, educational tour, field trips and industrial visits for effective delivery of curriculum. The College Central Library provides teachers with unique user ID and password for accessing INFLIBNET. Teachers & students get sufficient numbers of books from the library for implementation of curriculum. In addition to that, Departmental Libraries have been set up and a portal of central library has been displayed in the college website. h) All Internal and final Examinations are conducted through online using examination software to check whether the students have acquired knowledge as outlined in the objectives of the curriculum. Special classes are conducted for low achievers. Advance Learners are made to solve University Question papers, JAM, GATE, NET Questions papers, etc. Mentoring System for students in every department is introduced to minimize stress of students from the load of vast curriculum. On principal's direction, department arranges Parents Teachers and students meeting. Besides these, the results of all semesters for UG & PG are discussed at first by the respective department, next Teachers' council and finally the governing body.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
N / A	Computer Application IT	08/10/2019	365	Not Yet Done	As per Curriculum
N / A	Soil Management by Vermicomposting	08/10/2019	365	Not Yet Done	As per Curriculum

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	N / A	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	N / A	Nil

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

	Certificate	Diploma Course
Number of Students	Nil	63

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Computer Application IT	08/10/2019	43
Soil Management by Vermicomposting	08/10/2019	20
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MPed	Internship	37
BSc	Field Study	22
BVoc	Internship	46
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes

Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

The college obtained feedback from the students, teachers, employers, alumni and parents through on-line process by college website providing a link for Feedback. Total 1563 feedback responses obtained among these 1203 are from students, 57 from teachers, 2 from employers, 240 from alumni and 60 from parents. The respondents faced 20 questions in a four (4) point scale questionnaire developed by IQAC covering the areas of physical facilities available in the college, teaching learning environment, evaluation transparency, teacher-students relationship, grievances and health and sanitation. Analysing the data obtained responses it was observed that 92 expressed their entire satisfaction with the steps adopted by the college regarding teaching learning process. Rest of 8 showed their positive suggestions with minor changes in on-line teaching learning process and infrastructural facilities. The students from Master of Physical Education responded to introduce special paper in theory part of the syllabus in accordance with other P. G. subjects of the universities. The students from the department of English, Commerce and the department of Philosophy showed dissatisfaction in teaching learning process by irregularities of holding instruction periods. Regarding conduct of class test, sudden on spot class test, seminar, quiz and extempore lecture on the topic from the syllabus students from the department of Bengali, Mathematics, Nutrition and Physical Education (Teacher Education Section) showed their entire satisfaction. Regarding library facility students put their suggestion to increase the provision of reading room facility and quickness of issuing the books during borrowing. The students from Science faculty expected to develop Laboratory facility in all subject except Computer Lab. Students showed their entire satisfaction in on-line collaborative lecture through virtual class room. The students from B. P. Ed. and M. P. Ed showed 100 satisfactions in the Faculty Exchange Programme by the department. In hostel facility the students put suggestion to improve the provision for making arrangement to keep their personal belongings in the hostel. The Alumni showed their entire satisfaction in teaching learning process of the college with suggestion to hold extension programme in community development in their respective locality. The responses from the parents corner showed their entire satisfaction with the college in respect of teaching learning process, co-curricular activities, celebration of national days, extension programme and safety of the students especially for girls student.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MSc	Mathematics	30	112	30

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	2228	183	84	2	22

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
108	85	192	42	33	53
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

Mugberia Gangadhar mahavidyalaya performs mentoring system quite efficiently. Because of the rural and backward set up, it is quite obvious that students are mainly of poor background and had different problems. In order to take up those issues faculty mentors play a crucial role in mentoring students. Students and their mentors share responsibility for ensuring productive and rewarding mentoring relationships. Both parties have a role to play in the success of mentoring. They provide both professional and personal advice in transitioning into, and out of the college. They give constructive feedback to the administration, IQAC for suitable solution of the problem. They can serve to help students balance professional goals with their personal lives or give emotional encouragement during challenging times. Following are its objectives: 1. Enabling constructive interaction, guidance and mentorship of junior students by senior students through departmental induction programmes 2. Providing a reliable and comprehensive support system to motivate students to excel in both academic and non-academic fields. 2. Providing a reliable and comprehensive support to motivate students to excel in both academic and non-academic fields. 3. In every dept, there is several student groups with one teachers. Each group meets periodically with respected teacher who personally / academically help the students according their problems and finally the teacher submit a report to the respective department and after through discuss, the HOD of the department forwarded to the principal of the college. Sometime many language problems, financial problems and others kind of problems of the students are realized by the mentor. The mentors maintains all proceeding regarding all issues related to the students of his/her group in that teaching diary.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2411	108	1 : 22

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
38	35	3	7	20

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies

2019	Dr. Kalipada Maity	Associate Professor	VDGOOD : BEST RESEARCH AWARD
2019	Dr. Bidhan Chandra Samanta	Associate Professor	VDGOOD:Best Faculty Award
2019	Dr Pintu Roy Choudhury	Assistant Professor	Best Practice and Innovation on awareness of physical development of youth, National Aids Control Organization, New Delhi
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BNGH	Year	30/09/2019	15/12/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

There are several initiatives taken by the institution in order to mitigate the demand of the students. However the college is fully abide by the university guidelines regarding CIE time to time. Besides this, the college is following the instruction of the MHRD regarding the online teaching learning and evaluation process. With the emerging demand of online mode of education the college has done the following reforms on CIE a) The online mode of evaluation practice by departments using Zoom and Google meet (Purchased version) b) Creation of semester wise WhatsApp Group for online classes as well as smooth conduct of CIE. c) Creation of separate Web Portal for conducting exam and paper submission. d) Availability of study materials in the website for examination purpose. Links to other resources are also available. e) Introduction of examination cell for conducting different exams and record keeping. f) Strengthening IQAC for overall analysis of the CIE g) Encouraging students for project work/Quizzing/ surprised test side by side of the traditional Q A pattern of evaluation. h) As per suggestion of the IQAC, the college accept best two among all CIE for marks evaluation. i) Internal Assessment has to be carried out within the stipulated time. After completion of the internal examination, the faculty evaluate the answer scripts and distribute to the students for doubt clarifications or re-correction. Result review meetings are conducted with result analysis and the remedial actions for further improvements are arrived after discussion with faculty, HoD and Principal.

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

The institution adheres to the academic calendar for the conduct of CIE. In practice, academic calendar is being discussed by departments in consultation with the Principal. Usually academic calendars are prepared by the affiliating university (Vidyasagar University). After getting the Academic Calendar from

the university, the college finalize the CIE structure in the teacher's council meeting. In the case of PG departments, the BOS is entrusted the duty to prepare its own academic calendar. The institute in the beginning of the academic session, the students are apprised of academic calendar and same is uploaded on college website and displayed on notice boards and in different locations. Only Principal of the institution can incorporate minor changes in academic calendar which he may deem fit considering the unforeseen circumstances. The Schedule of All Examinations is given in academic calendar.

Departmental teachers announce the syllabus and related questions to the students as per the academic calendar in the induction programme as well as in their first introductory classes. Assignments are submitted by students to their respective teachers as well as uploaded the same in the college exam portal, students are given more flexibility as they can now submit the same to departmental WhatsApp group as per academic Calendar. Please visit the link: http://www.mugberiagangadharmahavidyalaya.org/files/Academic_Calendar_2019-2020.pdf

2.6 – Student Performance and Learning Outcomes

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

http://www.mugberiagangadharmahavidyalaya.org/files/Course_outcome_and_Programme_outcome.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
MPED	MPED	Physical Education	27	24	88
MTM	MSc	Mathematics	20	20	100
BPEd	BPEd	Physical Education	22	22	100

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2.7 – Student Satisfaction Survey

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

[Weblink : http://www.mugberiagangadharmahavidyalaya.org/signup.php](http://www.mugberiagangadharmahavidyalaya.org/signup.php) and http://www.mugberiagangadharmahavidyalaya.org/files/Feedback_Analysis.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	1095	DBT, Govt of India	63	41

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
One day ICSSR Sponsored National Seminar on Iswar Chandra Vidyasagar: A Great Social Reformer and Crusader of Women's Empowerment	Philosophy Chemistry	27/09/2019
International Seminar on Globalization in Hospitality Industry	Tourism Hotel Management Department	30/09/2019
Seminar on awareness on financial security and bonds	Department of Commerce	27/11/2019
One Day Seminar on Prospects and utility of cost and management accountancy course	Department of Commerce	03/01/2020
Two Day National level Seminar cum Workshop on Environment friendly Sustainable Agriculture and IT college set up for rural Socio economic development	Research Cell	04/02/2020
Conference on Save water for better future in perspective of maintenance of Health and Environment	Department of Physical Education	01/10/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
"Best Faculty Award"	Dr Bidhan Chandra Samanta	VDGOOD Professional Association, East Kandasampuram, Villupuram Tamil Nadu 606107, India	14/09/2019	1st International Scientist Awards on Engineering, Science and Medicine
BEST RESEARCH AWARD	Dr. Kalipada Maity	VDGOOD	17/11/2019	2nd International Scientist Awards on Engineering, Science and Medicine.
Best Practice and Innovation on awareness of physical	Dr Pintu Roy Choudhury	National Aids Control Organization, New Delhi	01/12/2019	World Aids Day

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
1	Start-ups incubated	Mugberia Gangadhar Ma havidyalaya	Development of a self reliant eco-cycle	Innovation	08/05/2020
2	Start-ups incubated	Mugberia Gangadhar Ma havidyalaya	Moringo Digestive: A newly developed Herbal Product	Innovation	14/05/2020
3	Start-ups incubated	Mugberia Gangadhar Ma havidyalaya	DEVELOPMENT OF LOW FAT SOFT FROZEN CURD	Innovation	12/05/2020
4	Start-ups incubated	Mugberia Gangadhar Ma havidyalaya	Organic Fertilizer/ Manure for organic Farming	Innovation	09/05/2020
5	Start-ups incubated	Mugberia Gangadhar Ma havidyalaya	Ayurvedic cure of intestinal worms	Innovation	18/05/2020
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	3	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Mathematics	6	2.45
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Optimal time-dependent production policy under random time horizon	Dr Kalipada Maity	Opsearch	2019	0	Associate Professor, Dept. of Mathematics, Mugberia Gangadhar Mahavidyalaya	Nil

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Modelling a closed-loop supply chain with a heterogeneous fleet under carbon emission reduction policy	Dr Manoranjan De	Transportation Research Part E: Logistics and Transportation Review	2020	6	5	Assistant Professor, Dept. of Mathematics, Mugberia Gangadhar Mahavidyalaya

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	30	Nil	Nil
Presented papers	4	3	Nil	Nil
Resource persons	Nil	2	4	Nil

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and

Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
NSS Day Celebration	NSS unit, Mugberia Gangadhar Mahavidyalaya	6	276
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Best Practice and Innovation on awareness of physical development of youth	Award	National Aids Control Organization, New Delhi	145
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Fit India Movement	Mugberia Gangadhar Mahavidyalaya	Plogging run on the road situated sideby the campus	25	376
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Collaborative activities for research (University of Kalyani)	2	Own	2
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Internship Program for	Bhupatina gar Kannya	01/11/2019	13/11/2019	20

MPed SEM-III
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per syllabus

Vidyalaya,
Champainagar
S. C. High
School,
Chakrasul I.
N. High
School,
Manikjhoar
K. K. High
School,
Barbaria
Hazra
Vidyapith,
Barabari
Srikrishna
High School
Madhabpur
High School,
Jukhia K. N.
Bani Mandir,
Raghunathcha
k Gunad

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Pallavi Vermi Farm	25/06/2019	Provide industry training for B. Voc. course in Soil Management by vermicomposting ii. Help in recruitment in various industries at the end of final exam of the degree	53

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
88	96

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Newly Added
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing

Existing	135	4	95	12	0	1	19	3	15
Added	0	1	4	0	0	0	2	27	0
Total	135	5	99	12	0	1	21	30	15

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

30.24 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Streamyard link	https://streamyard.com/d4iftrxd7x
google hangouts meet	https://hangouts.google.com/group/Veta3HS8SyVdZpHU6
College Web Page	http://www.mugberiangadharmahavidyalaya.org/department-select.php
Facebook	https://www.facebook.com/mugberiacollege/
Youtube	https://www.youtube.com/watch?v=ZIOhkP1x7hw&feature=youtu.be
twitter	https://twitter.com/MugberiaM/status/1217731447324196864?s=03

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
26	2	66	23

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

Institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college: Building infrastructure: Generally as far as practicable for a fully government aided institution a constant effort is made to provide dedicated and secure space for equipments and tools. There are a building committee, purchase committee, tender committee and development committee to look after the maintenance, repair and constructional works related to the building. Physical infrastructures like water, power supply and furniture are looked after by this committee. During all maintenance and up-gradation work related to civil and electrical, a supervisor, deputed by the Zila Parisad as per ugc norms, the personnel who is one of the member of building committee, is assigned by the college authority to verify the work done by the contractors. All minor faults are attended and repaired by hired technicians, carpenters etc. The college has two generators for uninterrupted power supply. For this purpose, the college maintains AMC with the Kilosker

Techno Servicing. Maintenance of cleanliness of toilets and service areas are done by the college employees and hired persons. Computer IT infrastructure: Regular maintaince of Stock Register for updating the computers, Laptops, Projectors, UPS and machinerics etc. The college introduces Annual Maintenance Contracts (AMC) for hundred computers, Laptops with Jana Computer, Tamluk. After condemnation, the nonfunctional computers, Laptops, Printers, Scaners, UPSs etc are stored in a particular room for handover to a vender for e-waste management and green audit. Laboratory: Gas connection pipe lines are checked regularly for any disturbances by staff from Indian Oil Corporation or by any able technician. Regular maintaince of Stock Register for updating the list of chemicals, glassware and any other instruments used in the laboratory are done. The laboratory equipment is maintained at the departmental level by the staff or through hired technicians annually and/or whenever necessary. Furniture's/ related items: There is staff to look after the maintenance and repair work of furniture and fixtures and other physical infrastructure. He brings into the notice of the authority the needs of repair work and certifies after the work has been completed. Classroom maintenance: There is staff to look after the maintenance and renovation work of class rooms and other physical infrastructure. He brings into the notice of the authority the needs of renovation work and certifies after the work has been completed. Library maintenance: Under the leadership of Library sub-committee, the Librarian updates the records of books, furniture and stock registers with the recommendation of authority. Sports Complex maintenance: Under the leadership of H.O.D, Physical Education Dept., the college maintains play ground, gymnasium, and sport equipment through proper vender. Apart from that, regular day to day maintaince by nurturing the specific court, running track and equipments for all available games are maintained by students themselves under the guidance of subject teachers. There is a regular maintenance of Stock Register for updating the sports equipment.

http://www.mugberiangadharimahavidyalaya.org/all_documents.php

http://www.mugberiangadharimahavidyalaya.org/all_documents.php

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Students AID Fund	20	9920
Financial Support from Other Sources			
a) National	National Scholarship, Kanyashree Prakalpa, Chief Minister Relief Fund Scholarship, Swami Vivekananda Scholarship, Oasis Scholarship, SR Jindal Scholarship.	1559	26806000
b) International	0	Nil	0

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Soft skill development	24/09/2019	321	Physical Education, Mathematics, Nutrition, Geography, Commerce, Chemistry, Physics and B.Voc.
Mentoring	08/07/2019	1200	Every Dept of the Institution
Yoga and Meditation Camp	03/02/2020	55	Dept of Physical Education
Personal Counseling	01/09/2019	1200	Gyanganga Education Academy under Gangadhar Education and Welfare Society, Vill P.O.-Dumurdari, P.S.-Bhupatinagar, Dist-Purba Medinipur, Miltan Jana, Secretary, mail id-janamiltan2@gmail.com, Mob-9732557777
MATLAB Software Latex Software	20/05/2020	30	Jana Technology
ICT based Classes teaching	26/03/2020	150	Every Dept And Jana Technology
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Staff Selection Commission, Railway Recruitment Board, West Bengal Public Service Commission, West Bengal Police Recruitment	45	560	65	Nil

	Board. West Bengal Primary Recruitment Board, West Bengal Central School Service Commission.				
2020	Staff Selection Commission, Railway Recruitment Board, West Bengal Public Service Commission, West Bengal Police Recruitment Board. West Bengal Primary Recruitment Board, West Bengal Central School Service Commission.	25	205	30	Nil
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Campus Recruitment by Pan Seed Pvt Ltd.	40	Nil	00	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	36	B.Sc	Mathematics	Banaras Hindu University, DiamandHarber University, Midnapur College, Mugberia Gangadhar Mahavidyalaya	M.Sc and B.Ed
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	7
SET	1
Any Other	18
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
1.100 meters run	Boys	9
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	00	National	Nill	Nill	00	00
2019	00	Internat ional	Nill	Nill	00	00
2020	00	National	Nill	Nill	00	00
2020	00	Internat ional	Nill	Nill	00	00
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

In an Institution, Students' Representative (SR) is an indispensable part of Academic and Administrative bodies/committees such as the Governing Body, IQAC, various committees and Alumni Association of the college. They are the main work force of the college who sincerely participated in all the programmes with love and affection. The representatives are selected as Class University norm.

According to the norms of the government, representation of the students union in administrative bodies is must, thereby we included members of the students union in all our committees like IQAC, admission sub-committee, purchase sub-committee, development committee, anti-ragging committee, sexual harassment committee etc. dedicated for the betterment of the institution. General Secretary (GS) is the member of the GB and he represented with all enthusiasm and usually raises student related issues in front of the GB members. The SR addresses and represents students' views and grievances, and as a spokesperson, conveys these to the concerned authorities for discussion and amicable resolution. The Students' Representative provides valuable informal feedback regarding curriculum, teaching learning and evaluation process. He/She oversees the ready availability of teaching aids in class rooms such as chalk, duster, maps, projectors, computers, internet and laser pointers. He/She also makes the student's aware of various extension programmes that form a crucial part of the academic activities of every department such as departmental journals, departmental wall magazines, seminars etc. The Students Representative plays an important role in student's admission in the college. They create student friendly environment in the college so that students may present their classes regularly. They solve the problems of the students regarding administrative, academic and financial concerning with principal of the college. Members of the students union participated in all the committee meeting, seminars condolences and other programmes initiated by the institution and acts as the representative of the students. They whole heartedly participated in the NCC and NSS programmes in and around the college to upload the dignity of the college in the surroundings. They arranged social, cultural programmes, various competitions like sports, drama, elocutions, Quiz, debate, essay writings etc, in each year. They also organized freshers welcome inside the college with the new comers which led to a strong bonding among all the students and faculties

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Alumni Association is an important part for an Institution regarding advancement activities of the institution. To foster a spirit of loyalty and to promote the general welfare and development of the college, ex-students have formed Mugberia GangadharMahavidyalaya Alumni Association (MGMAA) bearing Registration no: S/1L/46162 of 2007-08. The alumni being an important stakeholder of this college contribute in the following manner. 1. Sri MathuranathTripathy, an Alumnus of 1970s is regularly attaining different programmes like seminars, workshops, cultural programmes, awareness camp, etc. In the month of August 2018, ex-students of this college have been participated in the seminars organized by History, Chemistry, Nutrition and Zoology departments and play different roles in the seminar. Moreover, many exstudents always help the NCC NSS activities like Blood Donation camp, Youth Day Observation, Aids Day Camp, Special Winter Camp, etc. 2. Preparation of Prospectus and major press/publication related assignments are done usually byalumni members with the help of other teachers and Principal. 3. Along with alumni, retired teachers were also attended different programmes on regular basis and contributed to their Alma Mater. As per the suggestion and supervision of a stakeholder (national awardee retired teacher) the college has recently established a vermicompost production centre and produces about 200 kilograms so far vermicompost which is used now in the maintenance of medicinal garden and other plants inside the campus. Also a certificate course in "Uses of Vermicompost in Agriculture" has been introduced in the college.

5.4.2 – No. of enrolled Alumni:

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

4900

5.4.4 – Meetings/activities organized by Alumni Association :

4

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

In accordance with the policy of decentralization adopted by the management, both teaching, non-teaching and student members are proportionately represented in the Governing Body and other committees. They are equally responsible for implementation of different policies. Participative management is practiced in the college through different sub-committees. Academic sub-committee, Purchase committee, Tender Committee, Finance committee, Provident-fund committee, Examination sub-committee, Students' Support and Progression sub-committee, Parent-Teacher association, Internal Complaints committee, Students Redressal cell, Sexual Harassment Redressal Cell, Women Cell and many other committees are part and parcel of the participative management mechanism. These committees meet on a regular basis and help to formulate and implement the strategic plans of the institution. To run these wings effectively almost all teachers and non teaching employees of the college take important role. The faculties take leadership role in the decision making process. The decisions taken in these committees are sent to the Governing Body and then suitable measures are taken. Decentralization and participative management in the institution may be cited in the Provident Fund Committee of the college. This Committee works in strict compliance with the rules and regulations of the C.S. Branch of the Education Department of the Government of West Bengal. Management of the Fund is vested in the Governing Body of the college. Every whole-time employee is a subscriber to this fund. Though the Principal of the college is the Manager of the fund, one senior Associate Professor is appointed as a Convener of the committee. When a full-time employee applies for Advance/Non-refundable withdrawals from his/her Provident fund account in the prescribed format, the committee meets promptly and after due consideration sanctions the amount. The advance is recovered from the subscriber in 24 equal monthly installments. Transparency is maintained regarding the deposit through regular annual financial audit of the fund, the last complete audit being in the financial year '18-'19. Moreover, the employees are given the statement of the P.F. account from time to time. The last statement provided was for the year 2016-17. At the time of retirement of a full-time employee, the committee acts with promptness and great sincerity so that the Provident Fund dues are made available to the retired employee at the time of superannuation. In the most recent instance of the spirit of cooperation, decentralization and participative management, the Provident Fund committee has worked efficiently to release the provident fund dues in the case of a retiring staff in 2019. Finally the staff received the PF in appropriate time.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>The college has try to improve the quality of Library, Use of ICT, development of Infrastructure by the following strategies. The principal, Members of the Governing Body, Bursar and Finance Committee of the college look after the use of resources received from the UGC development fund, UGC-CPE, RUSA, MP/MLA-LAD fund, funds from Govt. of West Bengal, Education Department and Donation. After receiving the grant, it goes through various processes involving the Principal who is the Chief Disbursing Officer, the Bursar, the Finance Committee, the Purchase Committee and the college Office before it is finally disbursed to the concerned person or the respective department(s). The allocated funds are utilized to Construction work, Renovation work, purchase equipments, chemicals Procurement of books, organize seminars, workshops and conferences etc. The GB and finance committee review the use of resources including audit, budgets and accounts. They make recommendation for better handling of resources and effective mobilization of available funds. For the smooth working of our college Development and Planning committee has been constituted, the committee under the guidance of principal analyze the requirements with expected expenditure and planning. Finance committee look over these requirements minutely and then adding the future aspects and planning, forward it to Governing Body for clear opinion. GB goes through minutely all the suggestion and analysis and then act accordingly for the overall betterment of the college, the report is finally executed by the principal of the college. In this way through effective financial management the college is attaining new heights and achieving its goal. The co - operation from state government and central government is appreciated by the institution. 5.80acre The other resources including physical assets are also properly utilized in optimal level. For example, the college has owned 5.80 acres of lands for maximum utilization and thereby planning has</p>

been done according to various useful purposes. For maximum use, the entire area comprises of building, gardens, a large pond, Class Rooms, Play grounds, administrative buildings, auditorium, gymnasium, laboratories, Cycle stand, Vermicompost processing center and other rooms are constructed and maintained under systematic planning and development endeavor. Besides these, there is a central library which is used by the students and faculties under a cohesive management strategy so that the entire space can be utilized. There are at least 30,500 books kept in the library and properly used. The two storied library building consists of separate reading room, lending section, computers and place for displaying cover pages of current titles. On the basis of growing demand for developing IT facilities in Teaching Learning, Mugberia Gangadhar Mahavidyalaya has updated its IT infrastructure facilities with time to time. There has been a significant change in this regard. ICT during 2019-20 • Up gradation of existing BSNL Broadband connections from 2 MBPS to 30 MBPS and Setup of extra 3 more internet connections under private agency. • Renew and up gradation of exiting SOUL software in Library. • Purchase of 2 LCD short through projectors • Purchase of 4 Desktops/ Laptop • Purchase of Printers/ scanners/ modems etc.

Research and Development

The college has research cell. The cell regularly meet with the faculty members and motivated the teachers. Teachers are encouraged to pursue their PhD work. Support and motivation was given to the faculty to take up Major/ Minor research projects Faculty members are granted leave to participate in short term courses and various workshops related to Research methodology. Teachers who have completed their Ph.D are facilitated by Emphasizing upon faculty members to publish research papers in reputed Journals.

Examination and Evaluation

Mugberia Gangadhar Mahavidyalaya is affiliated to the Vidyasagar University and adheres to the rules and regulations of the university. Continuous internal evaluation (CIE) and End Exam/ Annual Exam are assessment

procedure for the students. The CIE is conducted by the Dept of the college and End/Annual exam is conducted by the Affiliated University. The college strictly follows the university rules to carry out continuous internal evaluation at each and every level of study. However for conducting examination, and evaluation, the college strictly follow the following activities. Continuous internal evaluations like Class test and Mid-Term test are conducted by every department of the college according to the University Academic Calendar. Out of 100 marks internal assessments are of only 10 marks and also 10 Marks out of 75 for each core paper in the CBCS (Semester) system as per rules of the Vidyasagar University evaluation pattern. As per the University rules, the departments organize two internal tests of 10 marks for each and every paper. Moreover, as per suggestion of the Principal and IQAC, every department conducts more than 4 internal examinations and the average of those is recorded for final CIE. Also, after completion of syllabus in details, the students are informed well in advance about final class tests through a notice. Receiving notification from the Controller of Examinations, Vidyasagar University about conducting university examination as an examination centre the Principal constitutes an examination committee consisting of two whole time teachers, who are assigned as supervisor with the task of conducting upcoming examinations (BA/B.Sc/ B.Com exam. and M.A/M.Sc Semester Exams), one nonteaching employee and Officer-in-Charge of local police station and Block Medical Officer of Health (BMOH). He also conveys a meeting of the teacher's council for smooth running of the exam. Various academic programmes like Quiz tests, objective tests, essay writing and current affairs competitions, wall magazine are organized yearly in which students are assessed for giving weightage in the final assessment. Group discussions, project works, field work, excursion and student presentations have been made as an essential part of evaluation. Project and Internship is

also an evaluation process in the dept. of Physical Education(M.P.Ed) (only Project in B.P. Ed), Nutrition, Tourism Hotel Management and Food Processing. in M. P. Ed. the adventure sports like Rock Climbing, Water Sketting etc. are in the syllabus and CIE is also done. In the department of Physical Education the continuous internal evaluation is done on 30 of marks of every paper of theory and practical part of B. P. Ed and M. P. Ed syllabus where 15 is for class test, 5 for Project, 5 for Quiz and 5 for Attendance. The weightage is given to the students whom are deputed to different Govt. and private organizations and clubs to organize and officiate on different sports and games, and also participate in Subdivision, District, State, Inter-College and Inter-University competitions.

Teaching and Learning

Mugeberia Gangadhar Mahavidyalaya has adopted the following methods to enhance the involvement of students as a part of the participative learning and problem solving methodology. We follow namely discussions, debates, laboratory experimental learning, projects, case studies, role plays, and NSS Awareness Programs. • Discussions: We do follow the discussions in many of the subjects as it makes the students to think wide and participate in coming up with the opinions suggestions to check their current knowledge. We arrange discussion sessions among students from different related subjects, such as, all literature students(Bengali, Sanskrit, English) come together to discuss varied topics related to their subjects to widen the horizon of their knowledge. • Debates: Debates are followed in many of the subjects where students are required to come with different opinions, thought processes. Thus, the learning process gets justified and enriched through an interactive way of learning. • Laboratory Experiential Learning: Science education is always justified with the help of practical knowledge. Thus we try to expose our students to all the laboratories possible beginning from the first year labs like Zoology, Chemistry and Geography. Later from their second year, students related to the core department are given an

exposure to experimentation based on the potential of the student so that the student can learn it by his/her own practical experience.

- **Projects:** To enhance the practical knowledge with innovation, we do encourage our students to undertake some miniprojects from second year onwards, though always it is not a part of the curriculum of Vidyasagar University. Students are divided into small groups so that personal attention can be paid and every student's role become prominent.
- **Case studies:** We are following case studies mainly for the Science and Commerce departments where the students are expected to have practical knowledge logical thinking based on the realistic experiences. Students having subjects such as Nutrition, Economics and Geography are given the opportunity to extend their practical knowledge by providing with real time case studies.
- **Role Plays:** Role play helps our students to learn and try out the experience in a play style. Subjects such as Education Communicative English are taught by adopting role plays.
- **Internal examination System :** Besides these, internal examinations policy is also help the student for enhancing learning experiences.
- **Participating seminar / workshop:** The College regularly organized many seminars/ workshops/ memorial lectures/ exhibitions on various topics related to the students courses and students are free participate and enriched their knowledge and eager for their higher study.
- **Student publication by wall magazine :** Every department of the college annually publish a wall magazine for students.
- **NSS and NCC Awareness Programme:** NSS and NCC Awareness Programmes are organized throughout the year on varied occasions to make the students aware of evil social customs, personal health or superstitions prevalent in the area etc., and inspire them to become lawabiding good citizens of our country.

Curriculum Development

The Student admission of the college is fully online and merit basis.

Human Resource Management

The Human resources are also properly used to maintain smooth functionality of the college. College has various

cells to run the college smoothly. Most of the teaching faculty members, Librarian and non teaching staff are selected for the following cells by proper judgment. 1. Governing Body 2. IQAC Cell 3. NAAC Committee 4. .RUSA committee 5. Building Committee 6. Planning Development Sub-Committee 7. Finance sub-committee 8. Purchase subcommittee 9. Academic Sub-Committee 10. Admission Sub-Committee 11. Prospectus Sub-Committee 12. Library Sub-Committee 13. Routine Sub-Committee 14. Examination Committee (Part-I, II,III, and SEMs) 15. Leave, P.F., Service Book Pension sub-committee 16. Student's support and Progression 17. Backward Cell/Remedial Coaching Sub-Committee 18. Research Cell 19. Environmental Awareness Cell 20. Women Grievance Redressal Cell 21. Teachers' Training Section 22. Electric and Plumbing Subcommittee 23. Tuition fees concession Sub-committee 24. Seminar and publication Sub-committee 25. Tax Subcommittee 26. Laboratory Sub-committee 27. Hostel Sub-committee 28. Students' Grievance Redressal and disciplinary Sub-committee 29. Computer and Xerox Sub-committee 30. Cultural Sub-Committee 31. Parent Teacher Association 32. Alumni Association committee 33. NSS Units 34. NCC units 35. Sports Sub-Committee 36. Career and Placement Cell 37. Canteen Sub-Committee 38. College Website Sub-Committee 39. College Magazine Sub-Committee 40. Youth Parliament Sub-Committee 41. Excursion Sub-Committee 42. Anti Ragging Sub-committee 43. Beautification Sub-committee. In every academic year, the cell submit their report. In this way the college use the Human resources.

Industry Interaction / Collaboration

Industrial visit is conducted by Nutrition, PG Mathematics and Hotel Management depts. The Industry collaboration is made by Hotel Management Dept.

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

E-governance area	Details
Administration	Administrative policy is considered to be the backbone of academic institution. The character of our policy including quality education within a rural setup in the threshold

	of the changing global education inculcates the ability of reasoning, imagination and values in higher education. The Administration work is done by Intuitional email. The college has a web page for administration. http://www.mugberiagangadharmahavidyalaya.org/
Planning and Development	College has own website where several notices and e-tenders are circulated. http://www.mugberiagangadharmahavidyalaya.org/tender_notice.php
Student Admission and Support	https://pg.onlineadmission.org/GHC/admission_notification_PG.aspx?clgcodeMUGM https://wb.onlineadmission.org/ghc/admission_notification_ug.aspx?clgcodemugm http://mgmcloud.in/StudentPortal/Login.aspx
Finance and Accounts	The College performs almost all type of its financial transaction like pay packet, payment, collection of fees or any financial matters through online by HRMS, PFMS, NEFT, RTGS, e-PF, e-pension etc.
Examination	The college has own Online Examination portal and the link is http://mugberiaonlineexam.aadija.biz/

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	NA	NA	NA	Null
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	One day National Webinar on Development of new Trends of Scientific	NA	20/06/2020	20/06/2020	105	5

	Research to Combat COVID-19 , Organised by Research Cell in collaboration With IQAC , Mugberia Gangadhar Mahavidyalaya and Dept. of Environment Science , University of Calcutta					
2019	A workshop for CAS for Teacher Promotion	NA	10/09/2019	10/09/2019	37	Nil
2020	One day workshop on Implementation of Cloud based Software.	One day workshop on Implementation of Cloud based Software.	13/02/2020	13/02/2020	67	16
2019	Seminar on awareness on financial security and bonds	Nil	27/11/2019	27/11/2019	20	5
2020	One Day Seminar on Prospects and utility of cost and management accountancy course	Nil	03/01/2020	03/01/2020	7	Nil

No file uploaded.

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

Title of the professional development	Number of teachers who attended	From Date	To date	Duration
---------------------------------------	---------------------------------	-----------	---------	----------

programme				
UGC-SPONSORED ORIENTATION PROGRAMME	1	18/11/2019	07/12/2019	20
Awareness, Adoption and Propmotion of the MOOCs on SWAYAM	1	03/09/2019	03/09/2019	1
Gas Chromatography Mass Spectrometry (GC-MS) and High Performance Liquid Chromatography(HPLC)	1	13/11/2019	15/11/2019	3
Women and Law	1	07/01/2020	20/01/2020	14
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
43	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>Convenient loan with minimum interest from the college co-operative, Loan without interest from provident fund for permanent employees, Welfare measures at the time farewell ceremony of the employees, Appointing the wards of immature death of employees, Usage of college library is open for the wards of employees for Higher studies, low cost Canteen facility, Free Guest rooms, Drinking water, Fire extinguishers, First aid facilities like free health checkup (Blood Pressure, Body Mass Index, etc) of the Employees, Latrines and Urinals separately for male and female, Sufficient lighting,</p>	<p>Convenient loan with minimum interest from the college co-operative, Loan without interest from provident fund for permanent employees, Welfare measures at the time farewell ceremony of the employees, Appointing the wards of immature death of employees, Usage of college library is open for the wards of employees for Higher studies, low cost Canteen facility, Free Guest rooms, Drinking water, Fire extinguishers, First aid facilities like free health checkup (Blood Pressure, Body Mass Index, etc) of the Employees, Latrines and Urinals separately for male and female, Sufficient lighting,</p>	<p>Usage of college library is open for student for Higher studies, Canteen, Guest rooms, Drinking water, Fire extinguishers, First aid facilities like free health checkup (Blood Pressure, Body Mass Index, etc) of the Employees, Latrines and Urinals separately for male and female, Sufficient lighting, Recreation facilities like student get together is held once in a year, Rest room for differently abled students, Ramp facilities in every building for differently abled students, Sufficient computers with high speed internet and Wi-Fi facilities, AC facilities in</p>

<p>Recreation facilities like TV with cable connection, refrigerators, carom board, musical instruments, high quality sound system, employees get together once in a year etc. Rest room for differently abled employees, Ramp facilities in every building for differently abled employees, Sufficient computers with high speed internet and Wi-Fi facilities, AC facilities in Principal Chamber, Office, Research Laboratory rooms, Auditorium hall etc, Free usage of Gymnasium for physical and mental fitness. Safe locker for individual employee, Installation of Vending machine for women etc.</p>	<p>Recreation facilities like TV with cable connection, refrigerators, carom board, musical instruments, high quality sound system, employees get together once in a year etc. Rest room for differently abled employees, Ramp facilities in every building for differently abled employees, Sufficient computers with high speed internet and Wi-Fi facilities, AC facilities in Principal Chamber, Office, Research Laboratory rooms, Auditorium hall etc, Free usage of Gymnasium for physical and mental fitness. Safe locker for individual employee, Installation of Vending machine for women etc.</p>	<p>laboratories, auditorium hall etc, Free usage of Gymnasium for physical and mental fitness, facilities of separate common rooms for boys and ladies, separate students union room, library reading room, Refreshment facilities like TV with cable connection, refrigerators, carom board, musical instruments, high quality sound system, play ground, Vending machine for girls students etc.</p>
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6.4 – Financial Management and Resource Mobilization

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

The college has a normal mechanism for both internal and external financial audits. Internal audit is being done by Cashier, Accountant, Bursar, Finance Committee and Principal. The external / statutory audit is carried out by a Government auditor appointed by the Department of Higher Education, Government of West Bengal. The external / statutory audit has been completed up to the session 2018-19 from the inception of the college. There were no major objections raised by the auditor so far. Minor errors of omissions and commissions when pointed out by the audit team are immediately corrected / rectified by GB and precautionary steps are taken to avoid recurrence of such errors in future. The institute regularly follows Internal external financial audit system.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
HALDIA ENERGY LIMITED OPERATIONS A	1881000	Boundary Wall of the colleges Women Hotel
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6.4.3 – Total corpus fund generated

1881000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Vidyasagar University	Yes	IQAC, GB, Teacher Council
Administrative	Yes	DPI, Bikash Bhavan	Yes	Principal with the help of Bursar and Finance Committee

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

Some parent were present in the dept parent meeting Parent submitted the feedback form through college website. Many parent are regularly contact with dept faculty members.

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

One Day workshop for Accounts and office administration Cloud based Software for the staff of the college dated 19.02.2020 IQAC follows the CAS guideline of State Govt. and UGC for faculty promotion and regularly informs the faculties about the guideline by organizing seminar or workshop regularly. IQAC prefers to circulate all the information regarding upcoming Seminars, Minor / Major Project proposals, the name and last date of proposal submission to various funding agencies, OP/RC through SMS, Email, WhatsApp etc in regular way. One day National Webinar on Development of new Trends of Scientific Research to Combat COVID-19 , Organised by Research Cell in collaboration With IQAC , Mugberia Gangadhar Mahavidyalaya and Dept. of Environment Science , University of calcutta, Dated- 20.06.2020

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

The IQAC prepared and submitted AQAR for academic year 2018-19. The Cell is also praparing AQAR for the academic year 2019-20 to submit in due time as per NAAC guideline. The cell periodically review the academic situation of each dept. and meet with every dept. and various cell/units to circulate the information regarding revised guideline of NAAC. Initiatives for opening new programmes (Diploma in Computer application and IT and Soil management by vermicomposting), extension work for class rooms through construction of second floor of science building.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	Yes
d)NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	One day National Webinar on Development of new Trends of	02/06/2020	20/06/2020	20/06/2020	120

Scientific Research to Combat COVID-19 , Organised by Research Cell in collaboration With IQAC , Mugberia Gangadhar Mahavidyalaya and Dept. of Environment Science , University of Calcutta.

2019	A workshop had been arranged by IQAC for Online Class teaching during COVID-19.	03/04/2019	04/04/2019	05/04/2019	105
2020	Two Day National level Seminar cum Workshop on Environment friendly Sustainable Agriculture and IT college set up for rural Socio economic development	21/01/2020	04/02/2020	05/02/2020	235
2019	APC Roy Memorial Lecture Series 3 on the occasion of 158th Birth Day of APC Roy and 150 years celebration of Periodic Table, Organized by Research Cell in collaboration with IQAC of	01/08/2019	19/08/2019	19/08/2019	302

	the college.				
2019	One Day workshop for Innovation Day - the 79th birth anniversary of Dr. A.P.J. Abdul Kalam, organized by Science Departments of the college in collaboration with IQAC on 15th October 2019.	03/10/2019	15/10/2019	15/10/2019	102
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
National Girl Child Day	20/01/2020	20/01/2020	100	38
Street drama celebrating International Women's Day	05/03/2020	05/03/2020	95	35
One Day ICSSR(ERC) Sponsored National Seminar on Iswar Chandra Vidyasagar- A Great Social Reformer and Crusader of Women Empowerment	26/09/2019	27/09/2019	67	120
Observation of International Women's Day	04/03/2020	04/03/2020	102	32
Participation of both boys and girls	01/02/2020	03/02/2020	37	55

	ntages	local community					
2019	1	1	28/09/2019	1	Celebration of Mahalaya	The students of the college organised a skit on the eve of Mahalaya depicting the triumph of the forces of Good over Evil, in order to spread the moral message among the local people, before ushering in the festivities of Durga Puja	20
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct: website	06/08/2019	The college maintains a code of conduct in college website that mentions the rules and regulations to be followed by the students inside the college premises. http://www.mugberiangangadharmahavidyalaya.org/files/Code_Of_Ethics.pdf
Anti ragging code of conduct: Website and Posters	17/07/2019	The college maintains its strong stand on anti ragging by displaying posters all over the campus spreading anti ragging campaign and anti ragging codes are also displayed in the website. http://www.mugberiangangadharmahavidyalaya.org/file

		s/POLICY_AGAINST_SEXUAL_H ARASSEMENT_INSIDE_THE_COL LEGE_CAMPUS.pdf
Code of conduct: By- laws	15/07/2019	By laws of the college code of conduct mentions the codes to be maintained by the teachers and stakeholders inside the college premises. http://www.mugberiangadharmahavidyalaya.org/CODES20mgm.pdf
Professional Ethics	06/08/2019	The professional ethics code is mentioned in college website to ensure a good ethical practice among faculty members. http://www.mugberiangadharmahavidyalaya.org/files/Code_Of_Ethics.pdf
Professional Ethics	06/08/2019	Publication of annual college magazine by the faculty brings about new avenues in research and helps in orientation and maintaining professional ethical practices.
Human values: mentoring and non academic programs	09/08/2019	Teachers working as mentors and quarterly conducting parent teacher meetings in every department to ensure a healthy relationship between teachers and students. Also, the various programs arranged in the college where students and teachers along with other stake holders work collectively ensure a healthy environment.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of College Foundation day	02/07/2019	02/07/2019	250
View File			

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

1. Banomahotsav or tree plantation ceremony is observed in college campus on 18/01/2020 by planting trees that have rich carbon-dioxide absorption rate.
2. Swachhata Pakhwada is launched by the college, spanning 10 ten days

(16.01.2020-31.01.2020), involving a flurry of activities to make the college campus and surrounding locality eco-friendly, such as- poster making, speech competition, presentation by students of innovative ways to achieve water recycling, Swacchata Sundarta program, in which college students and staff participated in spreading the message of importance of cleanliness in the rural community surrounding the college

3.A conference on Save Water is organised by the department of Physical Education in collaboration with Research Cell on 01.10.2019 as part of our commitment to towards conservation of nature.

4.A seminar on Clean and Green Campus is organised by Unnat Bharat Abhiyan members on 19/12/2019 to help encourage students and staff to maintain the pristine cleanliness and verdant greenery of the college campus

5.An initiative by college students is taken to renovate and clean the college playground on 13/02/2020

6.One Day Awareness Camp is held on Food Safety on 07/09/2019 conducted by the Department of Food Processing

7.Bio-fertilizers with college-manufactured Vermi-compost is used in maintaining the college campus trees

8. A medicinal plant garden is maintained inside the campus

9.Special dustbins were introduced to collect wastes in the campus.

10.To keep the campus eco friendly, the students and the staffs are encouraged in using Bicycles and Public transports.

11.The college campus has a pedestrian friendly road network that ensures eco friendliness.

12. Regular checking and maintenance of pipelines are done to control water wastage.

13. Though water is used nominal in the college, but to ensure a further minimal rate, placards and warnings are set up in the college premise

14.The college undergoes through internal green audit annually and thus goes through annual inspection of environment oriented activities.

. 15.The college uses led light to ensure no energy wastage

16.The college has set up solar panels for its electricity

17.The college maintains a Green club that looks after the various measures that can ensure eco friendliness in the campus

18.To ensure spread of ecofriendliness in the campus, several posters and placards are put inside the campus as a campaign.

19. A Plogging race on 2/10/2019 was organised by NSS unit in a combined effort aimed at physical fitness and community cleanliness

20. The Research Cell of the college organised a Two Day National (4/2/2020-5/2/2020) seminar on Sustainable Agriculture, specifically focusing on eco-friendly way of mushroom production, processing, vermi-compost, spawn-production in rural set-up and laying the foundation of Industrial Training college. The motivation of this seminar was to enhance skill-development and generate income among rural population and local inhabitants, along with the students of our college

21. Awareness campaign conducted in the villages for creation of plastic free village, solid waste management. In this campaign members of Unnat Bharat Abhiyan collected plastic waste in cotton bags to create awareness among the villagers. Shopkeepers were counselled for avoiding single use plastic as much as possible and use bags made of cloth instead on 20/09/2019

22. Bags made of cloth were distributed from 20/12/2019-24/12/2019 among the villagers followed by collection of the plastic carry bags from the households for motivating them towards the use of cloth bags and avoid plastic bags by members of Unnat Bharat Abhiyan

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE 1: Title of Practice: Holistic growth education Objectives: To prepare the students for a better future thereby providing infrastructure for academic, social and entrepreneurial expertise Objectives of the Practice

- To categorically enhance academic excellence among the students thereby providing them adequate exposure
- To administer empathy and team work among students that would help them being a respectable individual.
- To culminate the entrepreneurial expertise among students and help them in their future endeavors.

The Context Any institution can attain excellence only if and when it works at an all round development of students. Mugberia Gangadhar Mahavidyalaya is working relentlessly to achieve its excellence not in terms of academics, but also through its involvement in making its students educated empathetic entrepreneurs for future. The work was not achieved in a day and after much brainstorming, the IQAC elaborated the on coalesce of the academic, social and managerial programs of the college under one umbrella to provide a holistic development of the students. The students in the college are coming from various sections of society with different cultural and social backgrounds. They have differential capabilities and talents that should be culminated and nurtured. With the idea to ascertain a holistic experience focused on understanding (and demonstrating) values, nurturing skills, and moving towards knowledge, the college tried to bring out a structural alteration thereby fusing values with practices and skills with knowledge. The Practice To ensure an overall development of students, the institution took up three bases for student's development:

A. Academic Development: The Mathematics and Chemistry departments of the college had been organizing lecture series that ensures an excellent academic environment and proper exposure to the talented youths. Also, the physical education department organizes weekly departmental seminars by the students with an aim to prepare them for their future. Almost all the departments work towards providing basic computer education to students in order to assist them in the gen z education system. All the departments of the college publish wall magazine prepared by the students and thus ensures that every academic talent is appreciated. The remedial classes are taken up by departments to back up low merit students and students are prepared for competitive world thereby providing them with competitive coaching by some of the departments. The college also established diploma courses in information technology, vermi composting under community college to assist the students for their future. Department of Nutrition takes special care in encouraging students to present their papers in seminar outside college. Also, the college celebrates the science day every year where school and college students are invited from neighborhood to show their science talents and this thus a talent mixing is performed every year.

B. Social Development: To have a sound and conscious future generation, an institution should focus not only on learning, but also towards social responsibility. Mugberia Gangadhar Mahavidyalaya takes up this oath very seriously and pledge towards community sustainability in every respect. The NSS and NCC wings of the college are very efficient and meticulous in conducting various community development programs that aim towards making students a socially responsible citizen for near future. The Ban Mahotsav is celebrated each year with a mission to ensure a green campus, the save water conference or food safety campaign, all aim towards a sustainable community development program initiated by the college. The college maintains the Vermi-compost station in order to

maintain a self-reliant ecosystem which ensures the maintenance of greenery in the college and also the distributions of the compost to the community in various programs promises a responsibility towards the community. The college practices all such measures to assure community participation and responsible social development measures. Programs like Swachhata Pakhwada, ensures cleanliness in the campus and surrounding locality. The program was celebrated in the college for ten days. Besides such environmental initiatives, the college tried to work directly on various community development works taken up by the Unnat Bharat Abhiyan (UBA) team. The team adopted five villages and carried on several community development works there. The plastic free campaign conducted on 20th September 2019, was taken up as an environmental initiative and solid waste management program by UBA. The UBA team has taken up another initiative to distribute cloth bags to the village people on December 2019 in exchange of the plastic carry bags from the households in order to motivate them towards a sustainable culture.

C. Innovation and Entrepreneurial Development: Mugberia Gangadhar Mahavidyalaya took up the motto to go beyond the traditional teaching-learning process to pave way towards future for its students. To attain that, the college took up several innovation practices that encourage in future entrepreneurial endeavors among its students. The college established institution Innovation Council (IIC) during 2018 under MHRD and started working on the innovation and entrepreneurial projects/ ideas to be taken up. By 2019-20, the college participated in innovation contest whereby it submitted thirty five (35) ideas, Twenty one (21) POC, Eight (8) prototypes.

Among these, five (5) prototypes are selected as for further level. The Evaluation The IQAC makes appropriate note, and assures further deliberation, if and when required, for continuous improvement of the various practices and procedures taken up for holistic development and quality assurance of the students. There are plans for further enhancement of the programs in near future. Evidence of Success The academic programs are systematically documented by both the IQAC and the departmental heads. The data compilation in case of social works are well maintained not only by the departments, but also by the NSS, NCC and the UBA team. Students from nutrition department have gone outside college, to present. In case of the innovational development, the college received certificate from MHRD acknowledging the effort. Problems Encountered and Resources Required • Mugberia Gangadhar Mahavidyalaya, being located in a rural backward area often faces the problem of lack of exposure for the students who, though perform diligently, but always have to try harder than the urban colleges.

BEST PRACTICE II Title: Administrative decentralization

Objectives: To bring clarity and transparency in the various administrative works

Context: Since no institution can run smoothly both in academic and administratively until all the stakeholders are included in the governance. In this context, though Principal and the president of the GB are the sole authority of the institution however, they do not take any decision in their own rather they send the matter to various committees for unanimous decision.

And this sort of practice can be treated as Democratic Decentralization for Academic (DDA) excellence in a rural college like us. Practice: In reference to DDA, institution follows the following practices throughout the year: 1. Formation of different committees once in every three years by the GB from the employees and students wings and reshuffle if needed. 2. Arrangement of regular meeting on various agenda and the minutes of the meeting are recorded accordingly in a specific resolution book. 3. The resolutions taken in the meeting are discussed with the Principal and de-facto Chairman of all the committees and urgent matters are referred to the GB for final decision making. 4. Decisions taken in the various committees are implemented accordingly within stipulated time. Evidence of Success: 1. Every employee along with the students' representative can take part in the decision making. 2. Co-operative and friendly atmosphere is prevailed all the time in the campus. 3. Due to involvement in the DDA, every critical departmental work are solved easily by

availing extended co-operation from all corner of the institution. 4. Students are grown up with the leadership value in decision making. 5. Non teaching employees can participate in different committees for decision making. Problems Encountered and Resources Required 1. In some cases due to non-availability of the members of governing body, the principal takes the decision through resolution by circulation on urgent basis. For some institutional construction work (Construction of Buildings or renovation work) institution needs professional experts for any decision. However any financial matter is resolved through finance committee and Governing Body respectively.

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

http://www.mugberiangangadharmahavidyalaya.org/files/BEST_PRACTICS.pdf

7.3 – Institutional Distinctiveness

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

Mugberia Gangadhar Mahavidyalaya ("College with Potential for Excellence"), a rural college located in Purba Medinipur, West Bengal, is committed to the vision of imparting education to its students that is comprehensive, innovative and entrepreneurial. Mugberia Gangadhar Mahavidyalaya has made it its mission to foster a culture of progress by creating an academic ecosystem of innovation, in tune with the vision of MHRD of "Fostering innovation, changing lives". The institutional distinctiveness of this college lies in the fact that it is consistently striving towards opening up newer vocational, self-employment and entrepreneurial avenues for its students, in an already-stagnated market. The college has successfully introduced a diploma course in Tourism and Hotel Management in its campus, considering its proximity to the popular tourist destination of Digha in 2016. Our college firmly believes that the innovation drive can help solve pressing problems of our country, such as waste management, agriculture and rural development, healthcare services, conservation of nature, by engaging the creative energies of the student population. To that end, our college has taken significant steps like manufacturing organic Vermi-compost, Hand sanitizers and Moringa Digestive powder (A herbal product addressing issues like Hypertension, Diabetes, Digestion etc), through the resources in its own campus and are being sold in the local market successfully. A Diploma Course in Soil Management by Vermi Composting has been introduced for the benefit of students who primarily belong to the rural farming community. These initiatives are not only eco-friendly, and economical but also serve as potential entrepreneurship ventures. Vocational programmes like B.Voc in Food Processing enable students to gain practical knowledge about fundamental aspects of food production and nutrition. The college has further plans of developing on innovative ideas of students and faculty like making flower pots from waste cloth, development of a self reliant eco-cycle, development of low fat soft frozen curd, making bio-fertilizers from egg shells and used tea-leaves and has submitted 35 Ideas, 21 PoC's and 8 Prototypes for the MoE's Innovation Contest, which would be gradually developed and executed. A two day National Seminar was organised on Sustainable Agriculture, specifically focusing on mushroom production, processing, vermi-compost, spawn-production in rural set-up and laying the foundation of Industrial Training college to help generate income among rural population and local inhabitants, along with the students of our college. To mark our dedication to the vision of innovation we celebrated Innovation Day on 15/10/2019, the 89th Birth Anniversary of A.P.J Abdul Kalam. Vision in brief bullets: • To make higher education relevant to the learner and the community, by employing the intellectual and creative energies of the student population • To make our students self-reliant in a fast-changing and rapidly-receding

employment scenario. • To provide opportunity to move to higher education and entrepreneurship in future. To prepare our students in such a way so that they can become inspirational path-breakers.

Provide the weblink of the institution

<http://www.mugberiagangadharmahavidyalaya.org/>

8.Future Plans of Actions for Next Academic Year

Future Plan 1. Curriculum • Emphasis to open more PG courses in general as well as vocational subjects like M.Sc. in Chemistry, M.Voc. in Food Technology, Nutrition and Management. 2. Teaching-Learning Evaluation • More emphasis and compulsion for Online Teaching and Examination process due to COVID-19. • Evaluation on Teaching and Learning through Tutor-Ward system • Remedial class teaching for the below average students. • Improvement on Teaching and Learning on the basis of students' Feedback. • Emphasis on Evaluation and Reformation in Examination System. • Initiatives to adopt English as medium of instruction in Honours level (excluding language subjects). 3. Research Extension • Motivational encouragement to promote Research Culture among faculty and students. • Emphasis on Hand on Experiments to the students for applying their knowledge to the benefit of society. • Exposure of the students to the advanced research laboratories, universities, and industries. • Mentoring session to the students regarding involvement in innovative start up scheme/projects under IIC, Minister of Education, Govt. of India. • Initiation to publish Research Journal with ISSN from the College. • Initiative for establishing National and International Linkages. • Emphasis to organize Seminar / Conference/workshops on the innovative research ideas, themes. • Initiation to apply for grant under IRMI. • Emphasis to establish Research center in the college under Vidyasagar University. • Publication of Research Paper through College website. 4. Infrastructure • Initiations to construct new building for class rooms required to smooth running of courses. • Emphasis on construction of more laboratories. • Emphasis to expand central library to mitigate the excessive load of newly books. 5. Learning Resource • Improvement and Extension of Library facility by e-information resource like Infilbnet, CDs, DVDs, e-journals, e-books etc. • Extension of Departmental Library by providing more books and e-facilities. • Facilities of Smart Class rooms to every department. 6. Student Progression • Specific programme for awareness of students to join different State and Central Services. • Organization of more entrepreneurs and innovative ambassadors development camp. • Providing financial and other academic support to poor but meritorious students. • Psychological counseling cell for inattentive students. 7. Organization Management • Planning Strategies for resource generation. • Emphasis on using cloud based software. • Improvement of Teacher-Student ratio. • More emphasis on up-gradation of college website as well as IIC portal. 8. Innovative Practices • Regular meeting of Academic Council, Parent-Teacher Association, Alumni. • Regular collection and analysis of Students', Teachers', Parents' and Alumni Feedback. • Teachers' Performance Appraisal. • Regular mentoring session to the students regarding involvement in innovative start up scheme/projects. 9. Institutional Commitment towards community • Blood Donors' Club from student's community. • Thalasaemia Detecting Centre with the support of Indian Red Cross Society. • Village adaptation programme • Memorial lecture to nearby schools • Motivation to the villagers for bio fertilizers and nutritious foods to grow their immunity against various diseases including COVID-19. • Emphasis to provide more technical assistance to maintain health, fitness and wellness for the aged people of the community.