Yearly Status Report - 2017-2018

Part A	
Data of the Institution	
1. Name of the Institution	**MOYNA COLLEGE**
Name of the head of the Institution	**KALIPADA MAITY**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03228260247**
Mobile no.	**9932385413**
Registered Email	**moynacollege1972@gmail.com**
Alternate Email	**moynacollege14@gmail.com**
Address	**VILL. ANANDAPUR, P.O. MOYNA, DIST. PURBA MEDINIPUR**
City/Town	**MOYNA**
State/UT	**West Bengal**
Pincode	**721629**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**SATYARANJAN DAS**
Phone no/Alternate Phone no.	**919474972064**
Mobile no.	**9800029888**
Registered Email	**moynacollege1972@gmail.com**
Alternate Email	**iqacmoynacollege@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	**https://moynacollege.ac.in/aqar/**

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://moynacollege.ac.in/academic-calendar/

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.15**	**2017**	**23-Jan-2017**	**22-Jan-2022**

6. Date of Establishment of IQAC

07-Jan-2014

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
meeting with all teaching staff	**05-Jul-2017** **1**	**42**

student's feedback	27-Feb-2018 1	264
Parent's feedback	27-Feb-2018 7	231
Staff feedback	10-May-2018 3	58
[View File]()		

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
Institute	College Development	Central Govermrnt	2018 1	130400
institute	BEUP	state Goverment	2018 1	210000
Institute	Examination	Vidyasagar University	2018 1	43110
Faculty	Project Grant	West Bengal Biodiversity Board	2017 1	100000
[View File]()				

9. Whether composition of IQAC as per latest NAAC guidelines:	**No**
Upload latest notification of formation of IQAC	**No Files Uploaded !!!**
10. Number of IQAC meetings held during the year :	**1**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**No**
Upload the minutes of meeting and action taken report	**No Files Uploaded !!!**
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)

• **Introduction of new courses** • **Internal drainage system** • **Uninterrupted electricity supply** • **A new parking place for vehicle** • **Activity building second floor** • **Get a project fund by West Bengal Biodiversity board**

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

Plan of Action	Achivements/Outcomes
• Introduction of new courses • Internal drainage system • Uninterrupted electricity supply • A new parking place for vehicle • Activity building second floor • Get a project fund by west Bengal biodiversity board	• A newly constructed roof garden on activity building • Increasing girls hostel intake • A mini indoor games arena constructed • Activity building ground floor and first floor constructed • A new pathway in front of college
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?	**No**
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**Yes**
Date of Visit	**16-Dec-2016**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2018**
Date of Submission	**30-Sep-2018**
17. Does the Institution have Management Information System ?	**No**

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

A curriculum and subject is prepared in accordance with the curriculum assured syllabus designed by UGC and developed by Vidyasagar University , with which the college is affiliated. An academic calendar was prepared and similar to the university academic calendar and uploaded on the website when the schedule regarding the notification of admission, date of counseling, commencement of class were notified from time to time . An induction meeting organized on the first date. Students are familiarized with the rules and regulations of the college and they are introduced to all the faculty members. A routine was prepared by a routine subcommittee and was circulated among the students and

teachers. The academic subcommittee prepares the academic calendar at the beginning of every academic session. Each department arranged a meeting with all the teachers for allotment of classes and the syllabus was distributed among them. IQAC of the college conducts a meeting with the principal teacher of the respective department to discuss the requirement and needs and facilities to improve the teacher quality. Teacher prepares the teaching plan in accordance with the academic calendar, routine and portion of the syllabus allotted to them. Internal assessment of the students of different years are conducted as per the previously noticed period per department like Botany, Zoology, Geography, History, Bengali connected field task / excursion with prior notice and permission from the respective department. Tutorial classes are taken for the Honours courses in accordance with the subject. Evaluated answer scripts are shown to the respective student and guardian.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

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

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	BOTANY(Honours)	01/07/2017

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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
BSc	BOTANY(HONOURS)	01/07/2017
BSc	MATHEMATICS(HONOURS)	01/07/2017

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

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

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
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	ENVIRONMENTAL STUDIES	237
BSc	ENVIRONMENTAL STUDIES	36
BSc	AGRO-SERVICE(MAJOR)	24
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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	No
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
Feedback is a key element of the betterment process of the ongoing education system. In the process of evaluation of the educational system, the assessment of a teachers progress and contribution is regarded as a very essential matter in every aspect. In our college each and every year we arrange departmental wise student feedback procedure among the last year outgoing batch of the student. We provide them a feedback form on any one day during the time of 2nd Internal Assessment date along with the question paper and ask them to fill the feedback form and return it to the respective invigilators in that room. We also gave them a parents feedback form and told them to return to the respective departmental teacher on the next college day. After collection of all the feedback form from the students and parents our respected teacher-in-charge organizes a meeting with a reviewed committee along with IQAC of our college. The committee evaluates and studies all the feedback reports department wise and organizes a meeting with the departmental teachers with the presence of Teacher-in-charge and the IQAC. The committee discussed the strength and weakness of different discipline teachers on the basis of the feedback given by the students and parents. The committee discusses the improvement of weaknesses of the teachers as well as encourages their strength of respective teachers. We also organize to take feedback report from the employees about our college by giving feedback from to all the employees. All the employees return their feedback form to the Teacher-in-charge. Then the Teacher-in-charge organized a meeting with his review committee for the betterment of our college. Parent and teacher meeting is arranged by the concerned department for the students progress and future prospects. The college authority always endeavors to develop different types of skills among students.

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
BSc	AGRO SERVICE(MAJOR)	38	75	19
BA	BENGALI(H)	112	170	112
BA	ENGLISH(H)	77	98	58
BA	EDUCATION(H)	45	150	45
BA	HISTORY(H)	96	43	29
BA	PHILOSOPHY(H)	45	55	12

BA	SANSKRIT(H)	69	43	36
BA	GENERAL	Nill	490	477
BSc	GENERAL	Nill	50	19
BSc	BOTONY(H)	20	73	18
[View File](#)				

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
2017	1562	0	14	0	14

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
14	14	5	5	1	4
[View File of ICT Tools and resources](#)					
[View File of E-resources and techniques used](#)					

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

Moyna College has initiated a Mentoring Programme in recent years. Within a month of time Student's are identified as weak, mediocre and strong .Then the students of each department are divided into a number of groups and each group is assigned to a faculty member. Teachers regularly meet their students and guide their studies, career, and extra-curricular activities. They also provide guidance and support to the students in different non-academic affairs like family issues, social issues, cultural issues, disability issues, any sports related issue etc. This programme tries to make the lives of the students easier and comfortable with love, empathy and guidance. Objectives of the Programme: • To guide student about new curriculum i.e. CBCS (Choice based credit system) awareness programme • To make them aware about different additional courses they can engage themselves to enhance their skill. • To make them aware about different job opportunities on their disciplines. . • To guide them in different sports activity. • To make them aware about different social challenges they have to face in future. . • To share views on different social and cultural issues. • To make them aware about their rights and duties as students. • To guide them about how to face interview. Through the mentorship programme the confidence level of the rural students has been increased notably. After a few interactions with the mentor, the timid and shy students become vocal and began to express themselves. Now the students are more focused and determined to do better in their education.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1562	14	1:112

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

18	14	4	0	2

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

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

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	B.A(H)	1ST YEAR	23/07/2018	01/12/2018
[View File](#)				

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

A regular Internal Evaluation process is performed in order to evaluate the progress of the students. In each semester two internal assessments are conducted for each paper of ten marks. Through the academic calendar Probable date of examination is informed to the students at commencement of the semester. Students are finally informed of the dates of examination through a short notice. The questions are based on class lectures. Educational Excursions, Field Surveys and Preparation of Report on these are also part of the evaluation process. Students have to submit their answers.

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

Academic Calendar is prepared by the IQAC in consultation with the Principal well before the commencement of the Academic Session and the departments prepare their event and academic calendars accordingly. The Academic Calendar is adhered to in the best possible way. Two types of examination are conducted in the affiliated institution like ours: First, the examination is conducted by the affiliating university which is held at the end of each semester. The second one is the Internal Assessment which is conducted by each and every department of the college and students are informed by the respective departments. There is a mechanism to ensure syllabus completion and conduct of the Internal Assessments on time. There is a scope for conduct of remedial classes.

2.6 – Student Performance and Learning Outcomes

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

https://moynacollege.ac.in/program-and-course-outcome/

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the	Number of students passed in final year	Pass Percentage

			final year examination	examination	
B.A	BA	BENGALI(H)	52	52	100
B.A	BA	EDUCATION(H)	20	18	90
B.A	BA	ENGLISH(H)	25	24	96
B.A	BA	HISTORY(H)	11	8	72.72
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2.7 – Student Satisfaction Survey

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

https://moynacollege.ac.in/student-satisfactory-survey/

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)	Nill	WEST BENGAL BIODIVERSITY BOARD	20000	Nill
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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
No Data Entered/Not Applicable !!!		

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

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded

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	EDUCATION	2	Nill
International	ENGLISH	2	Nill
International	HISTORY	1	Nill
International	BOTANY	2	Nill
International	GEOGRAPHY	2	Nill
International	LIBRARY	2	Nill
View File			

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

Department	Number of Publication
BENGALI	1
LIBRARY	1
View File	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
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3.4 – Extension Activities

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

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

No file uploaded.

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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

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

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
No Data Entered/Not Applicable !!!			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

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

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

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
No Data Entered/Not Applicable !!!	

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
LIBRARY AUTOMATION SYSTEM	Partially	09.00.4035	2016

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	16	0	0	4	0	6	6	2	0
Added	0	0	0	0	0	0	0	0	0
Total	16	0	0	4	0	6	6	2	0

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

2 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
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites

No Data Entered/Not Applicable !!!

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)

Each department maintains its own stock register of departmental books, journals and publications. The record of total number of books, journals, publications, etc. of the entire institution is maintained by the central library. Planning and introducing more teaching aids to improve the teaching learning process among the student. It supports the organization more seminar and workshop to spread awareness. Almost all Science departments, as well as few departments of Social Sciences maintain their own log book to record the user rate of departmental computers. All installed software packages are monitored on a regular basis for updating to newer versions from time to time to meet the emerging needs of the faculties and students. All the computers of the respective departments are thoroughly monitored on regular basis for any kind of needful repairing and associated service. Science departments, particularly Chemistry, Physics, Zoology, and Botany maintain stock register for use and purchase of different chemicals, salts, equipment to facilitate the practical work carried out in laboratories. Departments like Geography, Zoology and Botany, maintain stock of specimens, charts, models, equipment, museum specimen etc. for demonstration in the class and field work. All science departments keep record of the lab-based instruments in their respective departmental log books. Purchase and use of different equipment and materials used for various sports activities are maintained in the stock registers and log books respectively.

https://moynacollege.ac.in/campus-infrastructure/

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	Nill	Nill	Nill
Financial Support from Other Sources			
a) National	OASIS,S.V.M.C.M.S ,KANYASHREE,NABANAA ,BEDI WORKERS	877	9356400
b)International	Nill	Nill	Nill
No file uploaded.			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited	Number of benefited	Number of students who	Number of studentsp placed

students for competitive examination	students by career counseling activities	have passedin the comp. exam	
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

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

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

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
No file uploaded.		

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
No Data Entered/Not Applicable !!!						
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

"All work and no play marks Jack a dull the of boy" Co- curricular activities are extracurricular activities that take places outside ongoing by if the traditional plan and paper classroom setting. This activities help in the holistic development of student and assigned in development ethical skills and abilities. In our college we follow co-curricular activities very strictly. Student participate in various co-curricular activities like physical development activities includes P.I, indoor and outdoor games sports exercise , NCC , athletics and others. We also celebrate culture development activities in our college very gorgeously and nicely. It is highly praised by the student and staff of the college. The student of our college learns it well that co-curricular activities foster a sense of belonging by incorporating the value of other perspective and feeling. Intellectual development like college magazine debate seminars and discussion are also performed, participation done by the student of our college our r co-curricular activities of the college during the session are as follows:

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

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)

• Our college Governing body forms different subcommittees comprising representatives from all the stakeholders from our college for performing all the important and essential academic and administrative activities. All the subcommittees arrange meetings regularly to discuss different kinds of issues and plan .IQAC interacts with different subcommittee regularly for upgrading the overall quality of the college. • IQAC along with the Routine subcommittee has given the routine to all the HODs of different departments. HOD of each department distribute syllabus prescribed by Vidyasagar University among their teachers and allot their departmental teacher in the routine. All the HODs are given full responsibility by the IQAC and Examination Committee to execute and implement all the internal Assessment. Departmental teachers identify all the mistakes of the students while evaluating answer scripts of Internal Assessment and discuss it to the class for improving results.

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

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):	
Strategy Type	Details
Curriculum Development	Our college is affiliated to the Vidyasagr University, Midnapore and bound to follow the university Curriculum designed by respective Board of Studies of the University.
Teaching and Learning	• Academic calendar and routine are been prepared by IQAC and Routine Subcommittee and subsequently distributed among teacher and student groups. • Preparation of teaching plan by respective departments and make these available for the students. • Apart from chalk and talk method modern learning aids and methods are been followed e.g. use of ICT based teaching methods, presentation of learning by students through seminar, group discussions, field work, industrial visit and students projects. • Internal Assessments are been arranged time to time through introduction of objective questions for continuous and comprehenship evaluation. • Review of newly introduced objective type internal assessment tests for UG Students. • Evaluated answer script are subsequently distributed among students to rectify their mistakes and improve their deficiencies.
Examination and Evaluation	• University examinations including theories and practicals are conducted as per the guideline of Vidyasagar University. • Internal Examinations are conducted at regular intervals.
Research and Development	• Establishing research sub-committee for inculcating research atmosphere. • Teacher are encouraged to pursue research degree. • A no of techers published their research articles in reputed peer reviewed indexed journals. Most of the jouirnals are indexed by SCI, SCIE, Index Copurnicus, Google Scholar, Scopus and UGC Carelist.
Library, ICT and Physical Infrastructure / Instrumentation	• A number of books and journals have been included in the central library. • Broadband internet connection have been provided to the students in the study room attached to the library. • Students are provided by Wify facilities throghout the campus. • Departmental library have been introduced for the few discipline.

E-governace area	Details
Human Resource Management	• Teachers are encouraged to perticipate orientation programme as well refreshers and short term courses. • Teachyer were provided oppertunities to attends seminars, conferences and workshops.

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

E-governace area	Details
Planning and Development	An adequate planning is indispensible for administrative and consequent development especially for a higher educational institute like ours. For a good and planful administration collaboration and access of various type of information available by different IT's in educational sectors is essential. Keeping it in mind the college has already designed a web portal which is adding efficient performance in various administrative and academic matters as expected. Various important forms, Important dates, advertisements, formats (pdf version),E-tenders as well as important official documents are regularly uploaded in the portal for easy accessibility by various stakeholders.
Administration	To implement governance and to encourage paperless communication for various in-house issues addressed by different internal subcommittees a what's app group comprising all the Head of academic departments, all committee members and conveners, permanent faculty members, part-time and contractual faculty members has been created various urgent notices and pieces of information are communicated to the stakeholders through this media groups at various time. Institutional email Id is also used for transmitting documents to various faculty members and administrative heads and also other officials and committee members related to our institutions.
Finance and Accounts	Salary bill of the permanent staff are sent online to the treasury though HRMS portal.
Student Admission and Support	All the admission process is done through online mode. All the information regarding admission like prospectus, rules and regulation, eligibility criteria, Fees Structure, Intake capacity are displayed in our college website admission portal. All

	the applicants are well informed through SMS about E-counselling. Students are admitted through E-couselling. All the payments regarding admission are done through our admission portal.
Examination	All the examination is done as per the guidelines of Vidyasagar University. We get very little scope to arrange examination online.

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
No Data Entered/Not Applicable !!!				
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)
No Data Entered/Not Applicable !!!						
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 programme	Number of teachers who attended	From Date	To date	Duration
SUMMER SCHOOL	1	06/09/2018	27/09/2018	18
View File				

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

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Group Insurance Scheme, Maternity Leave, Child Care Leave, Credit Co-operative Society and PF	Group Insurance Scheme, Maternity Leave, Child Care Leave, Credit Co-operative Society and PF	Nill

Facilities	Facilities	

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 finance Sub-committee constructed by the Governing body monitoring the financial matters. • West Bengal Higher Education Department appoints external auditors to audit the financial matters of the college.**

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
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

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**
Administrative	**No**	**Nill**	**No**	**Nill**

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

- **The teachers of each department meet the parents of their students once a year. • Through their meeting the suggestion of the parents are taken. The parents also informed about their son or daughters activities in the college. • IQAC also take feedback of the parents of final year students.**

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

- **At least one support staff elected or nominated every Sub-Committee. Even in College Governing Body and IQAC also. • The support staff obtain financial support from Credit co-operative Society in the time of their need. • All the staff of the college are covered under the Group Health Insurance Scheme.**

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

- **Development of Infrastructure • More research publication. • Increase of books in Library**

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants

No Data Entered/Not Applicable !!!
No file uploaded.

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
No Data Entered/Not Applicable !!!				

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

Percentage of power requirement of the University met by the renewable energy sources
No Data Entered/Not Applicable !!!

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
No Data Entered/Not Applicable !!!		

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Indepedance Day	15/08/2018	15/08/2018	84
View File			

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

To make the campus eco-friendly 1. Awareness programme on Tree planting and Environmental conservation 2. Awareness programme for Tobacco free youth 3. Programme for plastic free campus, 4. Regular campus cleaning by NSS volunteers and college stuffs.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE – I Title: Farmer's consultancy by Dept. of Agro-Service, Botany

and chemistry Goal: a) To provide consultancy to the farmers especially of the surrounding area. b) To help the poor and uneducated farmers to solve problems related to cultivation. c) To make a meaningful contribution to social welfare. d) To establish a relationship between the college and the surrounding community. e) To make farmers aware about modern agricultural invention and motivate them to follow it. f) To encourage the farmers to cultivate scientifically. g) To encourage the farmers to test the soil of their agricultural land for proper use of the land. The Context: In 1998 this course was introduced in our college which was first in eastern India as well as in West Bengal. Our locality is an agriculture-based area. This course imports agricultural education in there practice. Most of the rural community students who have agricultural family background seek higher education in this college. Keeping this local need in mind, the college has introduced this B.Sc. Major course in Agro-Service. Previously the department has initiated sum training Programme for the community. Last year the college authority Plan for Farmer's consultancy programme to facilitate both the community by providing expert advice and the students by using data gathered from the programme in teaching learning. The Practice: The Agro Service department provides consultancy service to the farmers especially of the surrounding area to solve the problems related to cultivation. The teachers of the department or the external experts visiting the department give the useful suggestions to the farmers free of cost every Wednesday and Saturday. The poor farmers who are in most cases in dark about modern scientific agricultural education including technology, are given information by experts in the field. They are kept abreast of latest findings about seeds technology, fertilizers and pesticides. At present our local area is Organic farming. The farmers are also made aware of alternative cultivation for financial gain. The most striking feature of the practice lies in the fact that the experience gathered during consultancy is utilized in classroom teaching. The farmers are also invited to the various Awareness programmes. Seminars of the department. They sometimes participate in the trainings organized by the department, like those in Pisciculture and Bee-Keeping. This course is being run from the year 1998 onwards successfully and fruitfully. The course is run with the help of funds from the UGC, the Government of West Bengal, and Vidyasagar University. It is run in collaboration with Bidhan Chandra Krishi Vishwavidyalaya, Mohanpur, West Bengal. This university provides expertise in terms of employment consultation, project making, higher education, provide training in agri-clinic and agri-marketing under a Central Government scheme called MANAGE in Ramakrishna Mission, Narendrapur and BCKV Nadia. Evidence of success: If we go through the feedbacks of the farmers who came to the Agro Service department for consultancy, we can form an idea about the success of the effort. The farmers have given feedback that they have been immensely benefited by the department experts, many of them have participated in the seminars / training programmes organized by the department. Many villagers have been able to earn their livelihood after participating in the training. They have been self-employed. Problems encountered and resources required problems: Laboratory, Library, and field practical facility are available but more and modern, up-to-date equipment and other facilities are necessary. The problem of non-availability of teachers for the subject is difficult to overcome. Requirements: i) This is a self-financing course that can be brought under B.Voc programme of UGC that way, it can be turned into a government sponsored programme. ii) More financial support for improvement of infrastructure, field-practical Laboratory-practical. iii) More and more interactions with farmers, other government departments and collaboration with industry. iv) Government and non-government (company) projects related training or demonstration. BEST PRACTICE – II Title: Cultivation of the History and Culture of Moyna in the department of History Goal: i) To train the students in the study of history. ii) ii) To make the students of the college and the general public aware of the heritage of Moyna. iii) To enable the students to

uphold the history and heritage of Moyna. The Context: Moyna has a history which goes long back. Moynagarh is historically famous as it was the fort and residence of Raja "Lausen" of " Dharma Mangal Kavya ". The dilapidated "Rajbari" and the "Parikha" (The protective ditch around the rampart) are still existent . The "Rasmela" on the occasion of "RasPurnima" in the Bengali month of "Agrahayan" is 455 years old .One of the remarkable features of "Rasmela" is the participation of people from both Hindu Muslim communites in it. There are many ancient temples in different places of the area. The Practice: The teachers students are involved in collecting books /documents /write ups related to the history and culture of Moyna and preserving them in museum day by day. The volume of the collection is on the arise. The department has already organized a Work shop on district heritage which was attended by Pranab Bahubalindra, formerly teacher of Tamralipta Mahavidlaya, now on the staff of the department of Bengali of our college and secretary, Tamralipta, Moynagarh, Mahisadal, Kashigore, Heritage committee as a resource person. We have a plan to undertake a project of beautification of the Rajbari compound in near future. Evidence of Success: The project has been undertaken recently. But we have already received acclamation from the scholars and teachers or persons related to the study of history and culture of Moyna. The students have been very much interested in the project. Problems Encountered and Resource Required: i) Inadequacy of infrastructure. ii) Inadequacy of funds. iii) Staff shortage. Resources required: i) Enrichment of collection ii) Permanent room iii) Full time teacher iv) Full time Non-teaching employee

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://moynacollege.ac.in/best-practice/

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

Our college has been working jointly with local stakeholders in many of its programmes. The Department of Agro-service provides consultancy service for local farmers. Thus the college plays an important role in the welfare of the farmers. At the sometime the students come to learn about the practical problems of agriculture and the ways to solve the problems. Thus the student, teachers and local farmers work jointly for the benefit of one another. The Department of History is engaged in systematic cultivation of local history. In this project the local teachers, scholars and enthusiasts are involved. In this way the teachers of the college and the local people exchange ideas/knowledge and contribute to the advancement of knowledge. The students are also benefitted from this project. The college conducts seminars, workshops, training programmes in which the local stakeholders are provided opportunity to participate. In the programmes like Self-Defence course, Career Counselling programme and many other the students as well as the local stakeholders can participate. Our library resources are offered to the local outsiders.

Provide the weblink of the institution
https://moynacollege.ac.in/institutional-distinctiveness/

8.Future Plans of Actions for Next Academic Year

• Introduction of some more courses to enhance academic variety. • The college is much scope of vertical and horizontal expansion in terms of construction of new buildings. • Enhancing academic excellence through research participation of faculty. • Development of skills of the students by inculcating core values among them further by imparting value-based education. • Enhancing social compatibility of the students by giving better opportunity of social interaction through

activities of NSS, NCC. • Implementation of the Learning Management System. • Enhancement of infrastructural facilities. • The College authority has planned for beautification of the College Campus, to offer an eco-friendly environment among the faculty members and students. • IQAC has established a central laboratory facilities unit to accelerate research activities among faculty members and also in the student population. Existing Science Laboratories will be renovated from RUSA Grants in the Coming Session. • IQAC has planned to establish an updated database system regarding students and faculty member achievements, publication of research articles, seminar participation and other academic activities. • The college plans to introduce a diploma Programme as per UGC Guidelines, which could only be conducted by the departments due to the impending situation. • Digitization of Library, subject to availability of funds. • Continuation of Professional Development programmes for Teachers. • Professional Development programme for Non Teaching Staff members.