

The Annual Quality Assurance Report (AQAR) of the IQAC 2015-16



MANBHUM MAHAVIDYALAYA
MANBAZAR, PURULIA, W.B.

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The Annual Quality Assurance Report (AQAR) of the IOAC

Part – A

Data of the Institution

1. Name of the Institution MANBHUM MAHAVIDYALAYA
 - Name of the Head of the institution: PROF. ASUTOSH BISWAS
 - Designation: TEACHER-IN-CHARGE
 - Does the institution function from own campus: YES
 - Phone no./Alternate phone no.: NOT AVAILABLE
 - Mobile no.: 09434881646
 - Registered e-mail: mb_college@rediffmail.com
 - Alternate e-mail: NONE
 - Address: VILLAGE - JHARBAGDA
 - City/Town: POST - MANBAZAR, PURULIA
 - State/UT: WEST BENGAL
 - PinCode: 723131

2. Institutionalstatus:
 - Affiliated /Constituent: AFFILIATED
 - Type of Institution: Co-education/Men/Women CO-EDUCATION
 - Location: Rural/Semi-urban/Urban: RURAL

- Financial Status: Grants-in aid/
UGC 2f and 12 (B)/Self-financing: GRANTS-IN-AID
- Name of the Affiliating University: SIDHO-KANHO-BIRSHA UNIVERSITY
- Name of the IQAC Coordinator: PROF. AMITAVA BANERJEE
- Phone no. : NOT AVAILABLE
- Alternate phone no.: NOT AVAILABLE
- Mobile: 09874359010
- IQAC Email Address: iqac.manbhummv@gmail.com
- Alternate Emailaddress: mb_college@rediffmail.com

3. Website address: <http://www.manbhummv.in>

Web-link of the AQAR 2015-16:

<http://manbhummv.in/files/AQAR-Manbhum-2015-16.pdf>

4. Whether Academic Calendar prepared during the year? YES

If yes, whether it is uploaded in the Institutional website: NO

Web-link: NA

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B	73	2007	from: 2007 to: 2012

6. Date of Establishment of IQAC: DD/MM/YYYY: 03/03/2009

7. Internal Quality Assurance System:

7.1 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
NA	NA	NA

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 (Rs.)
NSS	NSS	SKBU	2015-16, 1 year	1,23,732

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: YES

10. No. of IQAC meetings held during the year: 05

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website: Yes/No: YES

Link: <http://manbhummv.in/files/AQAR-Manbhum-2015-16-IQAC-Minutes.pdf>

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes/No: NO

If yes, mention the amount: NA

Year: NA

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

- * Systematic monitoring of the Women's Grievance Cell, Anti-Ragging Cell etc.
- * Revamping furniture & fixtures
- * Revamping class room equipment
- * Preparation and submission of SSR to NAAC
- * Installing computers and allied equipment as per up-to-date technology

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

Plan of Action	Achievements/Outcomes
A few national level seminars are to be organized	Three national level seminars were organized by the Dept. of Bengali in collaboration with other colleges
An LG LED Display Board is to be installed at the office	An LG LED Display Board was installed
More ceiling fans and tube lights are to be installed	More ceiling fans and tube lights were installed
A short throw projector, whiteboard, HDMI & VGA Cables, Interactive Pen Display and Wireless Bamboo Pad are to be installed	A short throw projector, whiteboard, HDMI & VGA Cables, Interactive Pen Display and Wireless Bamboo Pad were installed
A wooden dais at the seminar hall is to be installed	A wooden dais at the seminar hall was installed
More computers and allied equipment are to be installed	Two computers and allied equipment were installed
SSR is to be submitted to UGC for NAAC visit	SSR was submitted
Class room equipment is to be revamped	Large amount of money was spent for buying and installing class room equipment

14. Whether the AQAR was placed before statutory body? Yes /No: YES

Name of the statutory body: GOVERNING BODY OF THE COLLEGE

Date of meeting(s): 18 December 2019 Wednesday

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

Yes/No: NO

Date: NA

16. Whether institutional data submitted to AISHE:

Yes/No: YES

Year: 2015-16

Date of Submission: 6 February 2016

17. Does the Institution have Management Information System?

Yes/No: YES

If yes, give a brief description and a list of modules currently operational. (Maximum 500 words)

Manbhum Mahavidyalaya is pioneer in using the MIS named Visual XPERTpro. This software was first prepared and introduced in this college and later it was adopted by other colleges in its neighborhood. It is a complete software solution for college administration. This software helps the college for operational, tactical and strategic management.

The list of modules currently operational –

1. Student Administration
2. General Administration
3. Teacher's Room
4. Account
5. Library
6. Principal's Desk
7. System Supervisor

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.					
<p>Since Manbhum Mahavidyalaya is an affiliated college, it has no role in planning of syllabus and setting the number of lectures on each topic. These are set by Sidho-Kanho-Birsha University to which Manbhum Mahavidyalaya is affiliated. However, the teachers of Manbhum Mahavidyalaya deliver the lectures and finish the syllabus in a planned manner and the departments and the college regularly monitor the progress.</p> <p>At the beginning of every academic session, in departmental meetings, teachers distribute the syllabus among themselves. Throughout the session, in repeated departmental meetings, the progress of syllabus coverage is monitored and in case any lapse is observed, appropriate adjustments are taken to complete syllabus within the stipulated time. Teacher-in-charge of the college systematically sits with the departmental heads to ensure that they receive full support from the institution for completion of syllabus in due time.</p> <p>Teachers are regularly motivated to use projectors, LCD monitors and online resources to deliver the content of the curriculum in a more student-friendly manner. The college tries to keep the whole learning procedure focused on three inter-connected dimensions – knowledge-orientation, examination-orientation and industry-orientation. Since the students are mostly from tribal population and/or economically backward areas and so have very little access to technological advancements of modern days, the technological tools are used in a balanced manner so that they do not feel alienated from the learning system.</p> <p>All the departments keep minutes of their meetings.</p>					
1.1.2 Certificate/ Diploma Courses introduced during the Academic year NONE					
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development	
NA	NA	NA	NA	NA	
1.2 Academic Flexibility					
1.2.1 New programmes/courses introduced during the Academic year NONE					
Programme with Code	Date of Introduction	Course with Code	Date of Introduction		
NA	NA	NA	NA		
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	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
NA	NA	NA	NA	NA	NA
Already adopted (mention the year) NA					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate	Diploma Courses			
No of Students	NA	NA			
1.3 Curriculum Enrichment					
1.3.1 Value-added courses imparting transferable and life skills offered during the year NONE					
Value added courses	Date of introduction	Number of students enrolled			
NA	NA	NA			
1.3.2 Field Projects / Internships under taken during the year NONE					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
NA			NA		
1.4 Feedback System					
1.4.1 Whether structured feedback received from all the stakeholders.					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
YES	YES	NO	YES	YES	

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)					
The college makes use of stakeholders' feedback software. The feedback from the relevant stakeholders are statistically analyzed to identify the scopes of further improvement and to identify the scopes of introducing fresh measures for institutional developments. The identified problems are then presented to the IQAC meetings. The IQAC members reflect on the problems and if they think fit, IQAC forwards recommendations to the Governing Body of the College. After interaction between the IQAC and the College GB, the problem zones are addressed and remedial measures are taken.					
CRITERION II -TEACHING-LEARNING AND EVALUATION					
2.1 Student Enrolment and Profile					
2.1. 1 Demand Ratio during the year					
Name of the Programme	Number of seats available	Number of applications received	Students Enrolled		
B.A. HONS. 1 ST YEAR	321	1003	243		
B.A. GENERAL 1 ST YEAR	681	1170	509		
B.SC. HONS 1 ST YEAR	65	89	49		
B.SC. GENERAL 1 ST YEAR	81	22	4		
B.COM. HONS 1 ST YEAR	40	9	0		
B.COM. GENERAL 1 ST YEAR	156	6	0		
2.2 Catering to Student Diversity					
2.2.1. Student - Full time teacher ratio (current year data) 154					
Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2015-16	1848	NA	12	NA	NA
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) 27.27					
Number of teachers on roll	Number of teachers using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
22	6	Laptops, LCD Projector, Smartboards, Overhead Projectors	4	4	INFLIBNET, Broadband Connection
2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)					
No formal students' mentoring system is available in the college. However, when students personally visit the faculty members outside classroom and express problems, the teachers guide them regarding their personal and/or psychological problems at their best.					
Number of students enrolled in the institution		Number of fulltime teachers		Mentor: Mentee Ratio	
1848		12		154	
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 PhD	
24	12	12	0	4	

2.4.2 Honours and recognitions received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year) NONE				
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	
NA	NA	NA	NA	
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
NA	NA	NA	NA	NA
2.5.2 Reforms initiated on Continuous Internal Evaluation (CIE) system at the institutional level (250 words)				
According to University guidelines, the college has to take periodic evaluations and send to the university the results of the students. However, beyond the parameters set by the University, all the departments, as per suitability of their curriculum, take regular class tests and monitor progress of the individual students. The regularity of the class tests are monitored by the respective departments and this in turn is monitored by the college authority.				
2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)				
Academic calendar was prepared for the session 2015-16 at the beginning of the session. This session as in the previous sessions was in annual (non-semester) system. However, the year-end examination schedules are finalized by the university and so the college has to make adjustments in its academic schedule as and when necessary. So, it is not possible for the college as an affiliated college to strictly adhere to the academic calendar it prepares. But, when the college changes its academic calendar in the middle of the year, it is taken care of that the changes are focused on the best interest of the students.				
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 http://manbhummv.in/files/AQAR-Manbhum-2015-16-Result.pdf				
2.6.2 Pass percentage of students				
Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
COSH	Computer Science (Hons.)	8	6	75.00
MTMH	Mathematics (Hons.)	0	0	00.00
BNGH	Bengali (Hons)	34	14	41.18
ENGH	English (Hons.)	8	5	62.50
HISH	History (Hons.)	18	13	72.22
SNTH	Santhali (Hons.)	25	20	80.00
GEOH	Geography (Hons.)	23	14	60.87
PLSH	Political Science (Hons.)	0	0	00.00
	B.Sc. (General)	0	0	00.00
	B.A. (General)	210	60	28.57
2.7 Student Satisfaction Survey				
2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) http://manbhummv.in/files/AQAR-Manbhum-2015-16-SSS-Report.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 organizations				
Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects				
Minor Projects	2014-2016	UGC	3,55,000	0
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects <i>(other than compulsory by the College)</i>				
International Projects				
Any other(Specify)				
Total				
3.2 Innovation Ecosystem				
3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative Practices during the year NONE				
Title of Workshop/Seminar	Name of the Dept.		Date(s)	
NA	NA		NA	
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year NONE				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
NA	NA	NA	NA	NA
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year NONE				
Incubation Centre	Name		Sponsored by	
NA	NA		NA	
Name of the Start-up	Nature of Start-up		Date of commencement	
NA	NA		NA	
3.3 Research Publications and Awards				
3.3.1 Incentive to the teachers who receive recognition/awards NONE				
State	National		International	
NA	NA		NA	
3.3.2 Ph.Ds awarded during the year <i>(applicable for PG College, Research Center)</i> NA				
Name of the Department		No. of Ph. Ds Awarded		
NA		NA		

3.3.3 Research Publications in the Journals notified on UGC website during the year						
		Department	No. of Publication		Average Impact Factor, if any	
National		NONE	NA		NA	
International		NONE	NA		NA	
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department			No. of publication			
BENGALI			6			
ECONOMICS			2			
ENGLISH			3			
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index DATA NOT AVAILABLE						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self-citations
NA	NA	NA	NA	NA	NA	NA
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science) DATA NOT AVAILABLE						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self-citations	Institutional affiliation as mentioned in the publication
NA	NA	NA	NA	NA	NA	NA
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :						
No. of Faculty		International level	National level	State level	Local level	
Attended Seminars/ Workshops			10	3		
Presented papers		1	10	1		
Resource Persons			3	2		
3.4 Extension Activities						
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year NONE						
Title of the Activities	Organising unit/ agency/ collaborating agency		Number of teachers coordinated such activities		Number of students participated in such activities	
NA	NA		NA		NA	
3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year NONE						
Name of the Activity	Award/recognition			Awarding bodies	No. of Students Benefited	
NA	NA			NA	NA	

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					NONE
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities	
NA	NA	NA	NA	NA	
3.5 Collaborations					
3.5.1 Number of Collaborative Activities for research, faculty exchange, student exchange during the Year					
NONE					
Nature of Activity		Participant	Source of financial support	Duration	
NA		NA	NA	NA	
3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year					
NONE					
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact Details	Duration (From-To)	Participant	
NA	NA	NA	NA	NA	
3.5.3 MoU assigned with institutions of national, international importance, other universities, industries, corporate houses etc. during the year					
NONE					
Organisation		Date of MoU Signed	Purpose and Activities	Number of students/teachers participated under MoUs	
NA		NA	NA	NA	
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		
Rs. 7.5 lakh			Rs. 7.8 lakh		
4.1.2 Details of augmentation in infrastructure facilities during the year					
Facilities			Existing	Newly added	
Campus area			9.5 acres	0 acres	
Class rooms			18	0	
Laboratories			05	0	
Seminar Halls			02	0	
Classrooms with LCD facilities			04	00	
Classrooms with Wi-Fi/ LAN			00	00	
Seminar halls with ICT facilities			01	00	
Video Centre			00	00	
No. of important equipments purchased (\geq 1-0 lakh) during the current year.			05	00	
Value of the equipment purchased during the year (Rs. in Lakhs)			Rs. 49,11,249	Rs. 4,54,080	
Others: NONE			00	00	

4.2 Library as a Learning Resource								
4.2.1 Library is automated {Integrated Library Management System-ILMS} PARTIALLY								
Name of the ILMS Software	Nature of automation (fully or partially)		Version		Year of automation			
Visual XPERTpro Module: Library	Partially		2.0		2016			
4.2.1 Library Services:								
	Existing		Newly added		Total			
	No.	Value	No.	Value	No.	Value		
Text Books	8,928	Rs. 8.05 lakh	15	Rs. 1,284	8,701	Rs. 7,84,464		
Reference Books	3,175	Rs. 5.44 lakh	35	Rs. 11,896	2,969	Rs. 5,14,603		
e-Books								
Journals			5	Rs. 1,225	5	Rs. 1,225		
e-Journals	1	0	0	Rs. 5,750	1	Rs. 5,750 (Renewal fees)		
Digital Database								
CD & Video	52	0	0	0	52	0 (Free with books)		
Library automation								
Weeding (Hard & Soft)			483	Rs. 63,113				
Others (specify) Remedial & Service Entry	3,845	Rs. 5.7 lakh	0	0	3,845	Rs. 5.7 lakh		
4.3 IT Infrastructure								
4.3.1 Technology Upgradation (overall)								
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office Departments	Available band width (MGBPS)	Others
Existing	61	1	YES	0	0	1 15	50	0
Added	2	0	NO	0	0	0 0	00	0
Total	63	1	-	0	0	1 18	50	0
4.3.2 Bandwidth available of internet connection in the Institution (Leased line) 50 MBPS								
4.3.3 Facility for e-content NONE								
Name of the e-content development facility				Provide the link of the videos and media centre and recording facility				
NA				NA				
4.3.4 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. NONE								
Name of the Teacher	Name of the module		Platform on which module is developed		Date of launching e - Content			
NA	NA		NA		NA			

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		
Rs. 19,000	Rs. 20,641	Rs. 61,000	Rs. 65,768		
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (<i>maximum 500 words</i>) (information to be available in institutional Website, provide link)					
<p>All physical, academic and support facilities within the college are visited by the GB Members once a year. Besides, the Teacher-in-Charge pays all these facilities periodic visits. In case, in between, any facility needs attention, the respective person in charge of that facility informs the Teacher-in-Charge and the Teacher-in-Charge, up on verification, issues fresh funds for repair.</p> <p>All computers and some machines in the college are covered by AMCs. For other electronic and electric appliances, local mechanics are called when needed. Periodic servicing of all machines is carried out. Gardens are maintained by the NSS. But, professional gardeners are also appointed for this purpose. Regular dusting, sweeping and cleaning of the classrooms, library, office rooms, laboratories, storages, shelves, toilets, other rooms and all the passages and stairs, college gates, streets and gardens etc. are a top priority of the college authority.</p> <p>If an appliance is found not worth repairing, it is sold and new appliance is bought at that place. If any appliance is no more used or stays unutilized due to infrastructural improvements or modernization, such outdated appliances are also sold.</p> <p>College gives special attention to cleanliness and to getting riddance from wastes. The college considers that completion of buying and installing of any new equipment occurs only when it comes into practice of regular usage.</p> <p>Link: http://manbhummv.in/files/AQAR-Manbhum-2015-16-Policies-Facilities.pdf</p>					
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	HALF-FREESHIP FULL-FREESHIP	198 37	64,800 23,880		
Financial support from other sources					
a) National	Minority Scholarship	22	Approx. 1,00,000-1,20,000		
b) International	NONE	NA	NA		
5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counseling and Mentoring etc. NONE					
Name of the capability enhancement scheme		Date of Implementation	Number of students Enrolled	Agencies involved	
NA		NA	NA	NA	
5.1.3 Students benefited by guidance for competitive examinations and career counseling offered by the institution during the year DATA NOT AVAILABLE					
Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counseling activities	Number of students who have passed in the competitive exam	Number of students placed
NA	NA	NA	NA	NA	NA

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

College has Anti-Ragging Cell and Women's Grievances Cell. But, no cases of sexual harassment and ragging were reported in this year.

If any student is unhappy about anything, (s)he can directly come to the chamber of the Teacher-in-charge and discuss about it. Their problems are mostly resolved then and there.

All queries of the students and other stakeholders are met by the Teacher-in-charge and/or by the office.

All businesses are carried out in the college completely transparently.

Total grievances received	No. of grievances redressed	Average number of days for grievance Redressal
0	0	NA

5.2 Student Progression

5.2.1 Details of campus placement during the year **NO PLACEMENT SYSTEM**

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
NA	NA	NA	NA	NA	NA

5.2.2 Student progression to higher education in percentage during the year **DATA NOT AVAILABLE**

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
NA	NA	NA	NA	NA	NA

5.2.3 Students qualifying in state/ national/ international level examinations during the year (e.g.: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

NO DATA AVAILABLE

Items	No. of Students selected/ Qualifying	Registration number/roll number for the exam
NET		
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year		
Activity	Level	Participants
Independence Day Celebration	Internal to college	90
Teacher's Day Celebration	Internal to college	115
Celebration of NSS Birthday	Internal to college	181
Annual Sports	Internal to college	292
Celebrating Tagore's Birthday	Internal to college	90
World Environment Day	Internal to college	22
Annual Cultural Program organized by Students' Union	Internal to college	600 (approx.)
Quiz Competition	Internal to college	12
Antakshari	Internal to college	10
Extempore	Internal to college	5
Debate	Internal to college	12

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) NONE

Year	Name of the award/ Medal	National/ International	Sports	Cultural	Student ID Number	Name of the student
NA	NA	NA	NA	NA	NA	NA

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

There is an active Students' Union in the college. They work yearlong for the welfare of the students. The Students' Union is formed as per the University statute and WB Govt. orders. From different streams, class representatives are elected. They decide the office-bearers of the Union. The representatives of the Students' Union are placed in Committees and the College GB.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

An Alumni Association was formed in 2004 and it worked regularly till 2008. But, after 2008, its function has practically become nil.

5.3.2 No. of ~~registered~~ enrolled Alumni: NA

5.3.3 Alumni contribution during the year (in Rupees) : NONE

5.3.4 Meetings/activities organized by Alumni Association :

Practically, at present, there is no registered Alumni Association of the College. However, many ex-students occasionally informally meet among themselves and meet with the Teacher-in-Charge in semi-organized manner. They express their concerns and suggest improvement measures for the college. Many ex-students come to college occasionally and meet personally with the senior faculty members.

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)	
<ol style="list-style-type: none"> 1. DECENTRALIZATION: Several committees and subcommittees operate in a systematic manner for different purposes, e.g. anti-ragging cell, women’s grievance cell, cultural committee, seminar committee, examination committee, students’ grievance redressal cell etc. 2. PARTICIPATIVE MANAGEMENT: Representatives of teaching staff, non-teaching staff, students and alumni are incorporated in different committees as far as practicable. 	
6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial: YES	
6.2 Strategy Development and Deployment	
6.2.1 Quality improvement strategies adopted by the institution for each of the following (within 100 words each):	
❖	Curriculum Development Manbhum Mahavidyalaya being an affiliated college is not authorized to develop its own curriculum. The curriculum is set by the Sidho-Kanho-Birsha University to which Manbhum Mahavidyalaya is affiliated.
❖	Teaching and Learning By distribution of syllabus at the beginning of the academic year and with help of regular departmental meetings throughout the year, teachers complete the syllabus in due time. Technological tools are used extensively to make the learning process entertaining, interesting and fruitful. Departmental tours are organized as per the requirements of the courses.
❖	Examination and Evaluation Year-end examinations and evaluations are conducted by the University. However, the departments take regular class tests and monitor students’ progress.
❖	Research and Development The college has no scope at present for conducting research and development works.
❖	Library, ICT and Physical Infrastructure /Instrumentation Library books, furniture and equipment have been freshly added during the year. An LCD screen has been bought. Furniture and other equipment have been bought for office and classrooms. To cut the cost of electricity, Solar plants have been installed.
❖	Human Resource Management In the reporting period, five full time faculties have joined the college. Still, the college lacks enough number of full time faculties and it has no appointed principal since 2007. The teaching job largely depends up on the part time teachers and the guest teachers. The TIC regularly monitors that classes are systematically taken by the teachers. If any student is absent over a long period of time, such student is contacted by the department. Besides, the TIC monitors that the non-teaching staff are apt in finishing jobs in due time. Alumni Association is regularly made involved in the activities of the college.
❖	Industry Interaction /Collaboration The college has not made any industry interaction or collaboration during the year.
❖	Admission of Students Admission of students is done strictly by merit. The procedure is guided by the University statute and the WB Govt. orders.

6.2.2 : Implementation of e-governance in areas of operations:					
❖ Planning and Development E-governance is used partially through the MIS software.					
❖ Administration E-governance is used partially through the MIS software.					
❖ Finance and Accounts E-governance is used partially through the MIS software.					
❖ Student Admission and Support Admission information is published in the website of the college.					
❖ Examination E-governance is not present.					
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 NONE					
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	
NA	NA	NA	NA	NA	
6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non-teaching staff during the year NONE					
Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non- teaching staff)
NA	NA	NA	NA	NA	NA
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		Date and Duration (from – to)	
One Week Course on Disaster Management		1		13-19 Nov 2015	
Refresher Course		1		2-22 Mar 2016	
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):					
Teaching			Non-teaching		
Permanent 0	Fulltime 0		Permanent 0	Fulltime/temporary 0	
6.3.5 Welfare schemes for					
Teaching				NONE	
Non-teaching				NONE	
Students				NONE	
6.4 Financial Management and Resource Mobilization					
6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each)					
For internal audit regular checking of accounts and allied activities are done by Teacher-in-Charge and Bursar who are entrusted to handle respective funds.					
For external audit, auditor is appointed from the office of the D.P.I from time to time.					

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III) NONE				
Name of the non-government funding agencies/ individuals		Funds/ Grants received in Rs.		Purpose
NA		NA		NA
6.4.2 Total corpus fund generated - Rs. 1,67,269 (negative balance)				
6.5 Internal Quality Assurance System				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done? NO				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NA	NA	NA	NA
Administrative	NA	NA	NA	NA
6.5.2 Activities and support from the Parent-Teacher Association (at least three)				
Parent-Teacher Association has not been established in this college.				
6.5.3 Development programmes for support staff (at least three) NONE				
6.5.4 Post Accreditation initiative(s) (mention at least three) NAAC Accreditation for the 2 nd cycle is awaited in 2016.				
6.5.5				
a. Submission of Data for AISHE portal : YES				
b. Participation in NIRF : NO				
c. ISO Certification : NO				
d. NBA or any other quality audit : NO				
6.5.6 Number of Quality Initiatives undertaken during the year NONE				
Year	Name of quality initiative by IQAC	Date of conducting Activity	Duration (from...to...)	Number of participants
NA	NA	NA	NA	NA
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) NONE				
Title of the programme		Period (from-to)	Participants	
			Female	Male
NA		NA	NA	NA
7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:				
<ul style="list-style-type: none"> • The college observes <i>Plantation</i> as an annual program • The college observes <i>World Environment Day</i> as an annual program • The college declared its premises as <i>No Smoking Zone</i>. • The NSS volunteers regularly lead campaign not to use of polythene products in general and in the college campus in particular. • The college has taken initiatives to establish <i>Solar Plants</i> as an alternative source of energy. 				

7.1.3 Differently abled (Divyangjan) friendliness						
Items Facilities			Yes/No		No. of Beneficiaries	
Physical facilities			NO		NA	
Provision for lift			NO		NA	
Ramp/ Rails			YES		DATA NOT AVAILABLE	
Braille Software/facilities			NO		NA	
Rest Rooms			NO		NA	
Scribes for examination			NO		NA	
Special skill development for differently abled students			NO		NA	
Any other similar facility			NO		NA	
7.1.4 Inclusion and Situatedness						
<p>Enlist most important initiatives taken to address locational advantages and disadvantages during the year Manbhumi Mahavidyalaya through NSS has three adopted villages, namely Rajowar Para (Jharbagda), Gopalpur and Bangara. The college thrives for socio-economic development of these three villages.</p> <ol style="list-style-type: none"> Rainwater Harvesting (Yearlong): There is a pond within the college campus. It is used for rainwater harvesting. The water is then channeled to a well within the college campus. The water of this well is used for gardening within the campus. Health Check-up (27 May 2016): A health check-up camp was organized at the college premises for health check-up of the people of the three adopted villages, the students and the teachers. Cleaning (17 July 2015, 14 August 2015, 18 September 2015, 18 March 2016, 24 June 2016): In three instances, the cleaning of the college campus and buildings was carried out and in other two instances, cleaning of the three adopted villages were carried out in order to promote consciousness about cleanliness, health & hygiene. Pre-schooling (25 December 2015, 8 January 2016, 29 April 2016): Rajowar Para (Jharbagda), Gopalpur, Bangara – in these three adopted villages, the students of the college imparted pre-school education among the children for experiencing teaching and understanding child psychology. 						
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2015-16	10	6	YEARLONG	Listed above	Preservation of Water, Gardening, Awareness about cleanliness, Health Awareness, Pre-school education	100-200
7.1.5 Human Values and Professional Ethics						
<p>Code of conduct (handbooks) for various stakeholders</p> <p>The code of conduct of various stakeholders is guided by the University Statute and the WB Govt. Orders issued from time to time. Additionally, for students' awareness, some disciplines to be strictly followed are exclusively enlisted in the Prospectus delivered to the students at the time of admission.</p>						
Title		Date of Publication		Follow up (maximum 100 words each)		
NA		NA		NA		
7.1.6 Activities conducted for promotion of universal Values and Ethics						
Activity				Duration (from... to...)		Number of participants
NA				NA		NA

<p>7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)</p> <ol style="list-style-type: none"> 1. Annual initiative for plantation 2. Regular supervision that campus stays plastic-free 3. Maintaining the campus as No Smoking Zone 4. Regular maintenance and periodic beautification of gardens 5. Provision of plenty of garbage cans at different places 6. Reducing use of paper and going to digital communication as far as practicable
<p>7.2 Best Practices</p> <p>Describe at least two institutional best practices</p> <ol style="list-style-type: none"> 1. Mapping Stakeholders' Expectation - The college tries to explore the expectations of the students, teachers and parents about institutional provisions including curriculum. 2. Preserve Greenery and Make Environment Pollution-Free - NSS Unit I, NSS Unit II and NSS Unit III coordinated their efforts to make College an environment friendly campus monitored by the Coordinators of NSS Units. From time to time the Teacher-In-Charge holds meetings with the coordinators of the NSS units for maintenance of the greenery. <p>Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link: http://manbhummv.in/files/AQAR-Manbhum-2015-16-BestPractice.pdf</p>
<p>7.3 Institutional Distinctiveness</p> <p>Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust.</p> <p>As the college is rural based and many students are first generation learner, the student and teachers are very informal and integrated. Santali department of our college has great strength of catering the needs of the S.T. students of the district. A congenial physical and social environment prevails in the campus with least internal and external disturbance. Committed staff are one of the great assets of the College. A few teachers of the College are also exposed to the teaching in University and other Colleges.</p> <p>Link: http://manbhummv.in/files/AQAR-Manbhum-2015-16-DistinctiveArea.pdf</p>

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