

The Annual Quality Assurance Report (AQAR) of the IQAC

PART – A

AQAR for the year	2008 – 2009
1. Details of the Institution	
1.1. Name of the Institution	MAHISHADAL RAJ COLLEGE
1.2. Address Line 1	Mahishadal
Address Line 2	Purba Medinipur
City / Town	Kolkata / Haldia
State	West Bengal
Pin Code	721628
Institution e-mail address	mrc_md1@yahoo.co.in / akbera1957@gmail.com
Contact Nos.	09434964960
Name of the Head of the Institution	Dr. Asim Kumar Bera
Tel No. with STD Code	03224 – 240220 / 240092 / 241597
Mobile	09775013373
Name of the IQAC Co-coordinator	Prof. Badal Kumar Bera
Mobile	09733908683
IQAC e-mail address	college1946@gmail.com

Type of Institution Co-educational Men Women
 Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B
 Grant-in-aid+Self Financing Totally Self-financing

1.10. Type of Faculty/Programme

Arts Science Commerce Law PEI (Phy Edu)
 TEI (Edu) Engineering Health Science Management
 Others (Specify)

1.11. Name of the Affiliating University (*for the Colleges*)

1.12. Special status conferred by Central / State Government – UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt./University	<input type="text" value="No"/>		
University with Potential for Excellence	<input type="text" value="No"/>	UGC-CPE	<input type="text" value="No"/>
DST Star Scheme	<input type="text" value="No"/>	UGC-CE	<input type="text" value="No"/>
UGC-Special Assistance Programme	<input type="text" value="No"/>	DST-FIST	<input type="text" value="No"/>
UGC-Innovative PG Programmes	<input type="text" value="No"/>	Any other (<i>Specify</i>)	<input type="text" value="No"/>
UGC-COP Programmes	<input type="text" value="No"/>		

2. IQAC Composition and Activities

2.1	No. of Teachers	<input type="text" value="11"/>
2.2	No. of Administrative / Technical staff	<input type="text" value="05"/>
2.3	No. of students	<input type="text" value="02"/>

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers / Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meeting held

2.11 No. of meeting with various stakeholders

No.	<input type="text" value="03"/>	Faculty	<input type="text" value="04"/>
Non-Teaching Staff	<input type="text" value="04"/>	Alumni	<input type="text" value="02"/>
Students		Others	<input type="text" value="---"/>

2.12 Has IQAC received any funding from UGC during the year ? Yes No

If yes, mention the amount

2.13 Seminars and conferences (only quality related)

(i) No. of Seminars/Conferences/Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significance Activities and contributions made by IQAC

- | |
|--|
| <p>I. Monitoring the Plan for the extension of affiliation of the subjects a) Nutrition (Gen) b) Education (Gen) under Vidyasagar University in UG level.</p> <p>II. Monitoring the functioning of Women Cell.</p> <p>III. Monitoring the functioning of Research Cell.</p> <p>IV. Monitoring the functioning of Cultural Unit and Beautification Committee.</p> |
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2.15 Plan of Action by IQAC/Outcome

The Plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year **2009 (July) – 2010 (June)**

Sl.	Plan of Action	Achievements
1.	Preparation of AQAR for NAAC	Functioning
2.	Planning for the extension of affiliation of the subjects a) Nutrition (Gen) b) Education (Gen) under Vidyasagar University in UG level.	Affiliation granted
3.	Construction of Women Cell	Constructed and start Functioning

4.	Construction of Research Cell	Constructed and start Functioning
5.	Construction of Cultural Unit	Constructed and start Functioning
6.	Construction of Beautification Committee	Constructed and start Functioning
7.	Planning for enhancement of Intake Capacity in different department meeting the demand of the locality & the students through Vidyasaga University.	Intake capacity enhance
8.	Purchase of Books from the UGC Fund and the Fund raised by the college.	Purchased
9.	Purchase of Instruments from the UGC Fund and other funds raised by the college.	Purchased
10	Organising the Students for Orientation Program for environment consciousness.	Orientation programme done
11	Organising the students for the programme entitled 'Health is Wealth'.	Health awareness programme Organized

* Attach the Academic Calendar of the year as Annexure

2.16 Whether the AQAR was placed in statutory body Yes No
 Management Syndicate Any other body

Provide the details of the action taken

Management appreciated the IQAC body. They approved all the decision of IQAC.

PART – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph.D	0	0	0	0
PG	0	0	0	0
UG	32	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	32	0	0	0
Interdisciplinary				
Innovative				

- 1.2 (i) Flexibility of the Curriculum : CBCS/Core/Elective option / Open options
(ii) Pattern of programmes :

Pattern	Number of programmes
Semester	Nil
Trimester	Nil
Annual	32

- 1.3 Feedback from stakeholders* (*On all aspects*)

Alumni Yes Parents Yes Employers Yes Students Yes

Mode of feedback: Online Manual Co-operating schools (for PEI)

* Please provide an analysis of the feedback in the Annexure

- 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects

The decision is taken by the affiliating University.

- 1.5 Any new Department/Centre introduced during the year. If yes, give details.

Introduction of P.G. departments under the DDE, V.U. : Bengali, English, History, Pol.Sc, Sanskrit, Env. Sc., Mathematics, Commerce

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of Permanent faculty	Total	Asst. Professor	Associate Professor	Professor	Others
	31+4=35	21 +04=25	07	Nil	03

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Position Recruited (R) and Vacant (V) During the year	Asst. Professor		Associate Professor		Professor		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	04	02	00	02	00	00	00	02	04	06

2.4 No. of Guest and Visiting faculty and temporary faculty

- 2.5 Faculty participation in conferences and symposia :

No. of Faculty	International level	National level	State level
Attended	06	24	51
Presented papers	---	03	02
Resource Persons	---	---	01

2.6 Innovative processes adopted by the institution in Teaching and Learning :

Smart Class room, Student feedback system, Online access through inflibnet facility

2.7 Total No. of actual teaching days during this academic year (2008 – 2009)

226

2.8 Examination / Evaluation Reforms initiated by the Institution

Nil

(for example : Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

No. of faculty members involved in curriculum

Restructuring/revision/syllabus development

06	06	06
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As member of Board of Study/Faculty/Curriculum Development workshop

2.9 Average percentage of attendance of students

78%

2.10 Course / Programme wise distribution of pass percentage

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. (Hons.)	274	00	1.8%	98.12%	00	97%
B.A. (Gen.)	64	00	00	100%	00	85%
B.Sc. (Hons.)	102	00	11%	88%	00	97%
B.Sc. (Gen.)	21	00	00	100%	00	85%
B.Com (Hons.)	19	00	5.55%	94.4%	00	94.7%
B.Com (Gen.)	13	00	00	100%	00	76.9%

2.11 How does IQAC contribute/Monitor/Evaluate the Teaching & Learning processes :

The members of the IQAC take care of the no. of classes held in a month in each subject and take care of the Annual Examination & Internal Assessment, Field Work, Survey.

2.12 Initiatives undertaken towards faculty development

Faculty / Staff Development Programme	Number of faculty benefited
Refresher Courses	04
UGC – Faculty Improvement Programme	---
HRD Programmes	---
Orientation Programmes	---
Faculty Exchange Programme	---
Staff training conducted by the University	02
Staff training conducted by other institutions	---
Summer / Winter Schools. Workshops, etc.	03
Others	01

2.13 Details of administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Position	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	21+1=22	03	01	03
Technical Staff	09	04	00	04

Criterion – III

3. Research, Consultancy and Extension

3.1. Initiatives of the IQAC in sensitizing/Promoting Research Climate in the institution

As per IQAC suggestion, the college introduced INFLIBNET facility, Net facility in different departments and research Cell.

3.2. Details regarding major project

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.3.. Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	01	00	00
Outlay in Rs. Lakhs	00	0.86	00	00

3.4. Details on research publications

	International	National	Others
Peer Review Journals	03	---	---
Non-Peer Review Journals	---	---	01
e-journals	---	---	---
Conference proceedings	---	01	---

3.5. Details on Impact factor of publications

Range Average h-index Nos. in SCOPUS

3.6. Research funds sanctioned and received from various funding agencies, industry and other organizations

Nature of Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major Projects	Nil	Nil	Nil	Nil
Minor Projects	2008-2009	UGC	86000.00	86000.00
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry Sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/College	Nil	Nil	Nil	Nil
Students research Projects (other than compulsory by the University)	Nil	Nil	Nil	Nil
Any Other (Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	86000.00

3.7. No. of books published i) With ISBN No. Chapters in Edited Books
 ii) Without ISBN No.

3.8. No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9. For Colleges Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (Specify)

3.10. Revenue generated through consultancy

3.11. No. of conference organized by the Institution

Level	International	National	State	University	College
Number	00	00	02	00	01
Sponsoring agencies	00	00	UGC, State Govt	00	State Govt

3.12. No. of faculty served as experts, chairpersons or resource persons

3.13. No. of collaborations International National Any other

3.14. No. of linkages created during this year

3.15. Total budget for research for current year in lakhs :

From Funding agency	<input type="text" value="1,47,301"/>
From Management of University/College	<input type="text" value="150000"/>
Total	<input type="text" value="297901"/>

3.16. No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialized	Applied	Nil
	Granted	Nil

3.17. No. of research awards/recognitions received by faculty and research fellow of the institute in the year : **N.A.**

Total	International	National	Dist	State	University	College

3.18. No. of faculty from the institution who are Ph.D. Guides
and students registered under them

01
01

3.19. No. of Ph.D. awarded by faculty from the Institution

01

3.20. No. of Research scholars receiving the Fellowships (New enrolled + existing ones)

JRF	00	SRF	00	Project Fellows	00	Any other	00
-----	----	-----	----	-----------------	----	-----------	----

3.21. No. of Participated in NSS events :

University level	00	State level	00
National level	10	International level	00

3.22. No. of Participated in NCC events :

University level	00	State level	00
National level	28	International level	00

3.23. No. of Awards won in NSS :

University level	00	State level	00
National level	07	International level	00

3.24. No. of Awards won in NCC:

University level	00	State level	00
National level	28	International level	00

3.25. No. of Extension activities organized

University forum	00	College forum	02		
NCC	04	NSS	04	Any other	02

3.26. Major Activities during the year in the sphere of extension activities and Industrial Social Responsibility

- Control of gathering of peoples in Mahishadal Rathajatra Mela
- Traffic Control in Puja Holidays and other days whenever required by the Mahishadal Police Station.
- To help the workers of the Govt. during the day of Pulse Polio.
- Plantation.
- Blood donation Camp.
- Eye Cataract operation Camp.
- Camping for Industrial Pollution.

Criterion – IV

4. Infrastructure and Learning Resources

4.1. Details of increase in infrastructure facilities

Facilities	Exiting	Newly created	Source of Fund	Total
Campus area	3.51 acres	00	00	3.51 acres
Class rooms	19	00	00	19
Laboratories	14	00	00	14
Seminar Halls	02	00	00	02
No. of important equipments purchased (≥ 1-0 lakh) during the current year	---	---	---	---
Value of the equipment purchased during the year (Rs. In Lakhs)	---	---	UGC Fund, College Fund	3.81615
Others	---	---	---	---

4.2. Computerization of administration and library

Yes

4.3. Library Services :

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	17000	---	35	---	17035	---
Reference Books	17128	---	42	---	17170	---
e-Books	---	---	---	---	---	---
Journals	12	3250	07	1400	19	4350
Digital Database	---	---	---	---	---	---
CD & Video	50+10		10	---	70	---
Other (specify)	01	---	01	---	02	---

4.4. Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	23	10	02	00	00	06	04	01
Added	23	10	02	00	00	06	04	01
Total	00	00	00	00	00	00	00	00

4.5. Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

Computers and Internet access are available for teachers, students and employees.

4.6. Amount spent on maintenance in Lakhs :

i) ICT	00
ii) Campus Infrastructure and facilities	00
iii) Equipments	3.81615
iv) Others	00
Total	3.81615

Criterion – V

5. Student Support and Progression:

5.1. Contribution of IQAC in enhancing awareness about Student Support Services

- i) The Counseling Cell at the time of admission in various courses and in the last year motivates the students regarding subjects taken as the combination subjects in the various classes and how to get the services in the different fields.
- ii) The women Cell constituted as per IQAC guidelines always take care of the Women students of the college.
- iii) Regular meeting among its members emphasizing the need of Job Oriented Courses and to open the new Career Oriented Courses and also advise the departments to organize the seminars to motivate the pupils.
- iv) The IQAC Cell has been trying to organize the Awareness Programme through the NCC Unit.
- v) The IQAC Cell has advised the NSS Unit (5 unit) to organize the Awareness Programme
- vi) Introduction of students Feedback system and Feedback system in the Hostels.

5.2. Efforts made by the institution for tracking the progression

- i) Efforts being always made for tracking the progression of the students. When the result of University Examinations like Part-I, Part-II & Part-III Examination has been published, the Academic Committee and Teachers' Council jointly analyze the result of the said examinations and the Heads of the different departments call for every student and discuss with the student.

- ii) Each department analyze the feedback reports in every year and became self motivated.
- iii) The Women Cell and members of IQAC identify the various problems of the girls students both within the campus and outside the campus and solve the said problems of the girls students.
- iv) The Women Cell visit the Women's Hostel in every week and seeking problems the girls students.
- v) The department of Library organizes a "Library Orientation Programme" for 1st year student to teach the student about the use of Computerized Library.
- vi) For Industrial Training of the B.Sc. (Voc) students of the Industrial Chemistry, the department of Chemistry placed the students to the Indian Oil Corporation Limited, Haldia and Public Health Engineering (PHE), Geonkhali, Purba Medinipur.

5.3. (a) Total Number of students

UG	PG	Ph.D.	Others
2343	00	00	00

(b) No. of students outside the state

00

(c) No. of International students

00

Men	No	%	Women	No	%
	1563	66.70%		780	33.29%

Last Year (2007 – 2008)						This Year (2008 – 2009)					
Genera	SC	ST	OBC	Physically Challenged	Total	Genera	SC	ST	OBC	Physically Challenged	Total
1840	227	02	28	---	2097	2042	269	03	26	03	2343

Demand ratio

1 : 4

Drop out %

9.52 %

5.4. Details of student support mechanism for coaching for competitive examination (if any)

- i) Special Training for Communicative English by the Department of English for the students.
- ii) Career Counseling Cell also monitors the matter.
- iii) Most of the faculties of the different Departments help the students to fill up the forms of several online examinations, downloading questions of different examinations and consulting the websites of relevant sectors.
- iv) The Career Counseling Cell often provides the students model answer papers of

No. of students beneficiaries

200

5.5. No. of students qualified in these examinations

NET	Nil	SET/SLET	Nil	GATE	Nil	CAT	Nil
IAS/IPS etc	Nil	State PSC	03	UPSC	Nil	Others	61

5.6. Details of students counseling and career guidance

- i) The Career Counseling Cell issues a notice to the students of 3rd year regarding Career guidance.
- ii) The students of the different departments communicate with the Heads of the different departments.

- iii) The Heads of the different departments arrange for the seating with the students regarding career guidance.
- iv) The different departments send the students to the English department for Communicating English.
- v) The different departments arrange for the examinations of the different competitive examinations.

No. of students benefited

5.7. Details of campus placement

On Campus			Off Campus
Number of Organizations visited	Number of students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	Nil

5.8. Details of gender sensitization programme

The college authority organizes seminar on gender budgeting etc. in connection with gender sensitization programme using UGC fund.

5.9. Students Activities

5.9.1. No. of students participated in Sports, Games and other events

State/University level National level International level

No. of students participated in cultural events

State/University level National level International level

5.9.2. No. of medals/awards won by students in Sports, Games and other events

Sports : State/University level National level International level

Cultural : State/University level National level International level

5.10. Scholarship and Financial Support

	Number of students	Amount
Financial support from institution	2300	7,65,000.00
Financial support from government	800	56,675.00
Financial support from other sources	200	2,00,000.000
Number of students who received International/National recognitions	---	---

5.11. Student organized / initiatives **N.A.**

Fairs : State/University level National level International level

Exhibitions : State/University level National level International level

5.12. No. of social initiatives undertaken by the students

10

5.13. Major grievances of students (if any) redressed: **Nil**

Criterion – VI

6. Governance, Leadership and Management

6.1. State the Vision and Mission of the institution

Mahishadal Raj College is the third oldest college in the undivided district of Midnapore and fiftieth one under University of Calcutta. The college was founded on August 1, 1946 by Kumar Debaprasad Garga Bahadur, the 'Raja' of Mahishadal and a celebrity in the field of music and fine arts. Now the college is affiliated to Vidyasagar University since 01.06.1985. Situated only twenty kilometers from both Haldia (a potential industrial town of W.B.) and Tamluk (the district headquarter of Purba Medinipur) the college has immensely benefited from its location in a pleasant, placid countryside.

The logo of the college properly reflects its mission. They are Wisdom, Values and Progress. Founded by the Mahishadal Raj during the days of fierce freedom movement at Mahishadal to enable the poor rural boys and girls to promote their higher studies at a very low cost ("after matriculation they had to give up higher studies due to prohibitive cost of education in the metropolis") and to bring prosperity in the area by diffusing the light of education and to inculcate high values, the college to-day is also committed to providing excellence in education at the undergraduate level in order to empower the rural youth with breadth of knowledge and depth of experience that provide meaningful contribution to their career and also to the community. For this purpose, during the last six decades, the college geared all its academic and extension activities in this direction. To achieve the goals stated in the mission statement the college faithfully follows the following basic objectives:

- i) To provide qualitative and useful teaching in order to prepare the students for higher education.
- ii) To develop personality, quality of leadership and good citizenship in students.
- iii) To inculcate ethical and moral values.
- iv) To create teachers for the future generation.
- v) To prepare the students for entering into a bright career, meeting the social, economic and other challenges, and contributing to peace, human unity and universal welfare.
- vi) To enhance creative skills.
- vii) To develop sense of social services and patriotism through community services.**

Our institution has been trying to take steps in developing human and cultural values among the students to fulfill the needs of the society. Some such activities are listed below :

- i) The National Service Scheme (4-units) follows the moto "NOT ME BUT YOU". It has four adopted villages in every week and set up different awareness programmes. In the Special Puja Camp the volunteers clean the wild plants & herbs, abominable materials and cast-off to save the villagers from environmental pollution. They also clean the drains of the Mahishadal Hospital and other drains of Mahishadal main area.
The National Service Scheme of the college has the linkage with the Consumers Affairs & Fair Business Practice, Department of Govt. of India, the Health Deptt., Govt. of W.B., Lions Club of Mahishadal, Naikundi Janakalyan Samiti, and organized Consumer awareness seminar, TB awareness seminar, Pulse Polio motivation campaign and may other society concerned programmes.
- ii) The Cadets of NCC unit have organized an AIDS Awareness Programme in the area of Mahishadal and Haldia.

- iii) The college has established a “Medical and First Aid Centre” of its own which is regularly attend by a registered medical practitioner. The college has signed a “MOU” with “Bipanna Bandhu”, a local charitable organization for Ambulance Service, emergency trained staff for medical care, oxygen cylinder etc.
- iv) A Yoga Centre has been established where training on Yoga is given by experts.
- v) The cultural unit of the college has taken some steps to organize and celebrate different cultural events and the students play leadership role in University Inter College Cultural Competition.
- vi) In the Sports Unit of the college, the students play a leadership role in University Inter College Sports Competition.
- vii) In the Youth Parliament Competition, the students of the college have played vital role in District and State Level Competition.
- viii) The Blood Donation Camp has been organized by the college authority and Students’ Union in a fixed day of every year.[28th August]
- ix) The college conducts educational tour every year before the Puja Holidays. The tour is guided by the teachers and the staff of the college.

Departmental tours are organized by different departments for broadening the knowledge of the students in their respective areas as per syllabus of Vidyasagar University.

In spite of that, the institution is trying to take initiative for opening of new subjects and for developing the existing infrastructure etc. The institution aims at:

- To start the admission process of students in the UG Courses a) Nutrition (Gen) b) Education (Gen) under the affiliation of Vidyasagar University.
- To extend the affiliation of the subject of Education (Hons) course in UG level under the affiliation of Vidyasagar University.
- To make the plan for purchase of two Diesel Generators (15 KVA and 30 KVA) for the severe cut-off power and construction of DG room.
- To make the plan for construction of 4-storied new building in abolition of old building due to lack of classrooms in the college for introducing of different new subjects.
- To make the plan for construction of 1st Floor, 2nd Floor of Annex of the Lib Lab Building for the department of Physiology and shifting of the departments of Computer Science and Botany.
- To make the plan for computerization of Library with SOUL 2.0 Software supplied by INFLIBNET.
- To make the plan for Internet connection facilities in different departments and Teaching Staff Room.
- To make the plan for introduction of UGC network resource centre in our college.
- To make the plan for “On Line Public Access Catalogue Service” facilities in Central Library.
- To make the plan for introducing N-list, E-list (1500) and E-Journals (2500) facilities.

6.2. Does the Institution has a management Information System : Yes

Two way communication system is functioning for taking as well as implementing decision in the academic and administrative affairs.

6.3. Quality improvement strategies adopted by the institution for each of the following :

6.3.1. Curriculum Development

The college is affiliated to Vidyasagar University. The syllabi of the different courses has been supplied by the University.

The Lesson Plan has been developed on the basis of the discussion with the Principal, Academic Sub-Committee and Teachers' Council. The resolution of the meeting is placed before the G.B. for formal approval.

The quality of the policy is properly monitored and reviewed by the Principal, Academic Sub-Committee and Teachers' Council on the basis of the students' performance in the Internal Assessment (terms & conditions prescribed by the University), Annual result and success in various fields of competitive examinations.

The Principal of the college takes steps regarding feedback of the success and he is the executor of the decisions which is taken by the different Sub-Committee.

The decision making process includes the following steps:

- i) The proposal taken by the different Sub-Committee or different wings send to the Principal of the college.
- ii) The Principal meets the respective Sub-Committee and stakeholders to discuss the merit of the proposals.
- iii) Then the Principal of the college placed the proposals before the G.B.
- iv) The Governing Body consult the University Statute, Acts, Regulations and Govt. Orders and take final decision on the matter.

6.3.2. Teaching and Learning

- i) Preparation of the routine of the need based class and observation by the Routine Committee.
- ii) Allotment of sufficient class rooms to complete the syllabus in due time.
- iii) Maintenance of Laboratories of the different practical based subjects.
- iv) Purchase of New Books as per syllabus for the Central Library & Departmental Library.
- v) Purchase of Teaching Learning Aids and Laboratory Equipments and chemicals.
- vi) Offering the facilities to use modern technology.
- vii) Offering sports training throughout the session.
- viii) Offering cultural training throughout the session.
- ix) Offering social service workshop throughout the session.

6.3.3. Examination and Evaluation

- i) Examination and Evaluation pattern has been set up as per University guidelines.
- ii) Arrangement of Class Tests / Internal Assessment Test in different departments.
- iii) Arrangement of Seminar Classes in different departments.
- iv) Arrangement of Tutorial and Remedial classes for the weaker students

6.3.4. Research and Development

- i) Build up Research infrastructure of the college.
- ii) Supply of sufficient computers to the Researchers with internet facilities.
- iii) Purchase of requisite books and journals for researchers.
- iv) Reward to the researchers for publication to encourage in research engagement..

- v) To insist the teachers to do the research work for Ph.D. Degree and the research oriented work.
- vi) To motivate the teachers for Minor/Major Research Project of UGC.

6.3.5. Library, ICT and physical Infrastructure / Instrumentation

- i) The central library of the college has a Library Sub-Committee for monitoring the activities of the library
- ii) Every department has a Departmental Library.
- iii) Lending facilities for Teachers. Non-teaching staff and students
- iv) Reading Room Service facilities
- v) Reprographic service facilities
- vi) Information Service

6.3.6. Human Resource Management

- i) Governing Body
- ii) Teachers' Council
- iii) Different Sub-Committees constituted by the Governing Body as per statute of Vidyasagar University
- iv) Sports Committee
- v) Cultural Committee
- vi) Students' Union
- vii) Different Executive Bodies constituted with the students, teachers and non-teaching staff.
- viii) Advisory Committee of N.S.S.

6.3.7. Faculty and Staff recruitment

- i) Permanent Whole time Teachers are appointed by the Governing Body on the basis of the recommendation of The West Bengal College Service Commission, West Bengal.
- ii) Approved Part-time Teachers are appointed by the Governing Body on approval of the Higher Education Department, Govt. of West Bengal
- iii) Guest Teachers are appointed by the Governing Body through the Selection Committee.
- iv) Permanent Whole time Non-teaching Staff are appointed by the Governing Body through the Selection Committee constituted as per guideline of the Higher Education Department, Govt. of West Bengal
- v) Casual Non-teaching Staff are appointed by the Governing Body through the Selection Committee.

6.3.8. Industry Interaction/ Collaboration

- i) An Industry Interaction/Collaboration has been made with the Indian Oil Corporation Limited, Haldia, West Bengal for Industrial Training of the students of Industrial Chemistry.
- ii) An Industry Interaction/Collaboration has been made with the Public Health Engineering, Geonkhali, Purba Medinipur Medinipur, West Bengal for Industrial Training of the students of Industrial Chemistry.

6.3.9. Admission of Students

- i) Publicity of admission is made through Local News Papers, College Website, Prospectus and College Notice Board

- ii) Admission of students is purely on merit basis.
- iii) State reservation policy has been adopted during the admission.

6.4. Welfare Schemes for

Teaching	College Co-operative
Non-Teaching	College Co-operative
Students	Students Aid Funds, Tuition Fees Concession from the college fund, Medical facilities through College Medical Unit

6.5. Total corpus of fund generated **for the session 2008 – 2009**

- i) College Fund : Rs. 42,53,278 /-
 - ii) UGC : Rs. 2,73,040 /-
 - iii) State Govt. : Rs. 1,42,22,314 /-
 - iv) Others : Rs. 2,00,000 /-
- Total Rs. 18,95,35,49 /-

6.6. Whether annual financial audit has been done? Yes No

6.7. Whether Academic and Administrative Audit (AAA) has been done ?

Audit Type	External		Internal	
	Yes / No	Agency	Yes / No	Agency
Academic	Yes	University, NAAC	Yes	Academic Sub-Committee, Heads of the different departments.
Administrative	Yes	Accounts Section of the Director of Public Instruction, Govt. of West Bengal	Yes	Bursar, Internal Audit Committee, Finance Committee constituted by the G.B.

6.8. Does the University / Autonomous College declares results within 30 days? **N. A.**

For UG Programmes Yes No

For PG Programmes Yes No

6.9. What efforts are made by the University/Autonomous College for Examination Reforms? **N. A.**

6.10. What efforts are made by the University to promote autonomy in the affiliated/ constituent colleges? **N. A.**

6.11. Activities and Support from the Alumni Association

The Alumni Association is very important to the stakeholders. The Association is actively involved in the all round development programmes of the college. The ex-students of our college have formed the Alumni Association since 1997 with Registration No. S/IL/15938 of 2003-2004 as per Registration of Societies West Bengal Act XXVI of 1961. A Biennial Conference was held on regular basis in the college campus in the first Sunday of February. A popular seminar and other cultural activities were held in the conference. A Biennial Magazine was also published in the conference in the regular basis to express the views and suggestions about the college development in all aspects. They constructed a Ex-students Block to fill up the scarcity of rooms and they donate Books for Library and Water Cooler Machine and others in every conference. Moreover, retired teachers, officers and other eminent persons who were the students of our college were remain present in the said conference and placed the different development planning and other academic related aspects of the college.

The Mission & Vision of the Alumni Association of the college:

- i) To consolidate the relation between the alumni and the present students and to help maintain the academic environment of the college.
- ii) To arrange and organize lectures, debates, discussions, seminars and excursions for the diffusion of knowledge.
- iii) To publish or cause to be published useful literatures papers, magazines, books etc.
- iv) To study, cultivate and demonstrate the art of music and dancing.
- v) To promote and encourage advancement of literacy, cultural, political, religious, scientific and technical education.
- vi) To help the needy students of the college, for prosecution of studies.
- vii) To collect and preserve manuscripts, painting, sculptures, works of art, antiquities, natural history specimens, mechanical and scientific instruments and design
- viii) To help the aged, sick, helpless and indigent alumni.

The Present Organizing Body of the Alumni Association:

1. Prof. Haripada Maiti	:	Patron of the Association
2. Dr. Asim Kr. Bera	:	Principal, President of the Association
3. Sri Pravanjan Mishra	:	Vice President
4. Sri Jagannath Santra	:	Vice President
5. Smt. Anjali Guha	:	Vice President
6. Sri Sripati Charan Giri	:	Vice President
7. Sri Jitendranath Maity	:	Vice President
8. Sri Dasarathi Hazra	:	Vice President
9. Sri Murari Mohan Maity	:	Vice President
10. Sri Piyarimohan Maity	:	Vice President
11. Sk. Abdul Jabbar Ali	:	Vice President
12. Sri Purnendu Kumar Choudhuri	:	Vice President
13. Prof. Syama Jana (Giri)	:	Joint General Secretary
14. Sri Sasanka Sekhar Maji	:	Joint General Secretary
15. Sri Biswanath Tripathy	:	Secretary
16. Sri Brajendranath Barman	:	Secretary
17. Sri Debasish Maity	:	Secretary
18. Sri Tilak Kumar Chakraborty	:	Secretary
19. Sri Mridul Das Bayen	:	Secretary
20. Sri Surendu Manna	:	Secretary
21. Prof. Subodh Chandra Maiti	:	Cashier

6.12. Activities and Support from the Parent – Teacher Association

Parents contribute important function for development of the college. The college always maintains the relationship with the guardians. If there arise any problem of the students the college authority calls the respective guardians to solve the issues. The college authority invites the guardians and local pupils in the different cultural activities of the college. We have made arrangement for Soil Test in the Department of Chemistry for each guardian who is a farmer by occupation. A One day workshop has been organized in our college with the parents on consumer affairs by the Department of 'Consumer Affairs and Fair Business Practice' Govt. of West Bengal. The parents may come to our college to solve any problem of their ward.

6.13. Development programmes for support staff

- i) The college has sufficient No. of computers in the different departments and office with internet connection for the purpose of developing their knowledge.
- ii) There are Staff Room, Boys' & Girls' Common Rooms with T.V. and other entertainment facilities.
- iii) The college regularly arranges State/National Level Seminars for the advancement of learning.
- iv) The institution always looks after scopes for faculty development through training, retraining and motivating the employees for the roles and responsibility they perform.
- v) Vidyasagar University and Academic Staff Colleges of other Universities arrange various programs time to time to refresh and orient the knowledge of the teaching & non-teaching staff. The teaching & non-teaching staffs of our college participate in these programs.
- vi) The teachers often participate in National and International Seminars/Conferences/Refresher Courses and Orientation Courses for developing their knowledge.
- vii) The different departments of our college organize student seminars in the respective departments regularly.

6.14. Initiatives taken by the institution to make the campus eco-friendly

- i) A Sub Committee has been constituted by the Governing Body in this issue to make the campus eco-friendly.
- ii) The Sub-Committee has taken initiation every year for 'Tree Plantation' by the members of the NSS & NCC Units and Students' Union.
- iii) The cadets of NCC & volunteers of the N.S.S always clean the college Campus in every week.
- iv) To maintain the environment around the college campus, the students of the college clean the big pond beside the college campus.
- v) The students of the college contribute to maintain Green Campus inside the college with the help of our Gardener (Mali).

Criterion – VII

7. Innovations and Best Practices

7.1. Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details

- i) Beautification Committee, 2008
- ii) Women Cell, 2008
- iii) Research Cell, 2008
- iv) Cultural Unit, 2008
- v) Facilities of Computerization of office.
- vi) Computerization of Library
- vii) Grievance Redressal Cell, 2008
- viii) Scholarship Monitoring Committee, 2008

7.2. Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- i) Preparation of AQAR for NAAC
- ii) Completion of Ground Floor of the Women's Hostel
- iii) Completion of Ground Floor (Cycle Stand & Class rooms) of the frontal 4-storied Building.
- iv) Completion of Computerization of the Office.
- v) Completion of Computerization of the Library.
- vi) Introduction of Post Graduate Degree Courses under the Directorate of Distance Education, V.U.
- vii) Improvement of the NCC Unit.
- viii) Establishment of Museum in the History Department.
- ix) Research work has been started in the Mathematics Department.
- x) Different cultural functions have been conducted under the Cultural Unit.
- xi) Increased intake capacity through the University in the different departments to fulfill the demand of the students.

7.3. Give two Best Practices of the institution (*Please see the format in the NAAC Self-study Manuals*)

Best Practice – 1

1. Title of the Practice:

Plastic Free Campus of the College and the College Hostels.

2. Goal:

Plastic is a synthetic material that is both easy and inexpensive to produce. It's light weight, durability and versatility make it a preferred material for packing and manufacturing. However, its uncontrolled use leads to more problems than it solves. The most commonly known and accepted argument against plastic is that it is non-biodegradable which is why it pollutes the natural environment and poses a risk to living organisms. But, while this is true, plastics are also known to have a harmful effect on individual health. The goal of introducing the prohibition of plastics in the College Campus as well as Hostel Campus is to make the students and staff of the college aware of the effects of plastic on the environment.

3. The Context:

There are some of the hazards associated with the using of plastic in the said campuses.

- i) Polyethylene, contained in plastic articles including shopping bags, disposable bottles and glasses, chewing gum and toys, is believed to be Carcinogenic (Cancer Causing).
- ii) Some plastic water bottles contain Bisphenol A, a compound that is believed to cause Cancer, impair the immune system lead to early puberty and trigger development of obesity and diabetes.
- iii) Polystyrene, the form of plastic used to make Styrofoam articles such as disposable cups and plates, it is believed, enters the body with food and accumulates in fat tissues. It can also cause initiation in the eyes, nose and throat.
- iv) Tetrafluoro-ethylene, the plastic compound used to manufacture non-stick cooking ware, can irritate the eyes and nose and cause respiratory problems.
- v) Acrylic, used in clothes, contact lenses, dentures, adhesives, articles used to prepare food diapers, sanitary napkins and other products, can cause vomiting, nausea, diarrhea, respiratory difficulties and headaches.

- vi) Polyvinyl Chloride (PVC), a form of plastic used in packaging, containers, utility items and cosmetics has been linked to onset of Cancer and birth and genetic conditions. It can also cause bronchitis, skin disease, deafness and vision problems and digestion and liver related problems.
- vii) Phthalates, present in emulsions, links footwear and toys among other products, is associated with hormonal disturbances, developmental issues, Cancer, reduced sperm count and infertility and weakened immunity.

Though it is difficult to implement the practice according to its desired goal, the college is trying its best to meet with the dangers of using plastic in the college campus.

4. The Practice:

The college has introduced some methodical process to solve the problems. The college authority has taken following steps in this regard.

- i) The principal of the college has issued an order to prevent the use of plastic in the campus.
- ii) The teachers of the college in their classes discuss about the dangers of using plastic in the college campus.
- iii) The Non-teaching staff monitor the prevention of the use of plastic in the campus.
- iv) The members of the Students' Union also watch the matter.
- v) The cadets and volunteers of the NCC and NSS Units also take care of the matter.
- vi) The students of the college spontaneously keep the campus plastic free.
- vii) The college has been declared as Plastic Free Zone.

5. Evidence of Success:

We find that:

- i) The students of the college have not used any package of plastic.
- ii) They avoid plastic bottles with Bisphenol. And when in doubt, they communicate with the Department of Chemistry.
- iii) If a student uses a plastic package by chance and leaves it in the campus, he collects it and keeps it in the dustbin.
- iv) They prefer eco friendly fabrics.

6. Problems Encountered and Resources Required:

- i) The college authority at first organizes seminars in connection with dangers of using plastic in every month.
- ii) The employees of the college have been trying best to make the students understand regarding the uses of plastic.
- iii) To make some students obedient regarding uses a plastic, the college authority communicates with these respective guardians of the students.
- iv) The Teaching & Non-teaching staff, Cadets & Volunteer of the NCC & NSS and Students' Union are the required resource persons.

7. Notes (Optional):

As a result, the students of the college are very much satisfied for maintaining the practice successfully. We are gradually advancing towards a Plastic-free Green Campus.

8. Contact Details :

Name of the Principal	:	Dr. Asim Kumar Bera
Name of the Institution	:	Mahishadal Raj College
City	:	Mahishadal
Pin Code	:	721628
Accredited Status	:	B Level
Work Phone	:	03224-240220
Website	:	www.mahishadalrajcollege.com
Mobile No.	:	9434964960
Fax No.	:	03224240220
E-mail Id.	:	mrc_md1@yahoo.co.in / akbera1957gmail@.com

Best Practice – 2

1. Title of the Practice:

Improvement of Skill of the Administrative Staff.

2. Goal:

The goal of introducing the practice is to attract the Administrative Staff for improvement of their skill. The aim of the college authority is to improve the efficiency of the Administrative Staff.

3. The Context:

The college finds that:

- i) The number of students has been increasing satisfactorily day by day.
- ii) Though it is a rural area, the economic condition of the families have increased now-a-days and the students of these families are eager to take higher education for improvement of their life.
- iii) The ratio of the Administrative Staff and Students are gradually decreasing, as many employees are retiring, and new employments are scarce.
- iv) As the different new subjects have opened on the basis of the demand of the locality, so the number of students are being increased in the college. Considering the workload of the office it is necessary to improve the skill of the Administrative Staff for effective functioning of the college and better service.

4. The Practice:

The college authority has taken some methodical steps for improvement of the skills of the Administrative Staff:

- i) The Head Clerk of the College has been additionally engaged in developing the skills of the administrative staff. He makes time-bound planning for skill enhancement.
- ii) A training for skill development has been organized by the Principal of the college.
- iii) The Principal of the college encourages the staff to take computer training for individual skill development and the college authority releases them from their normal duties when required.
- iv) Training of the administrative staff has been arranged by the authority after inviting experts of office management.
- v) The authority installs different advance software for administrative automation and organizes training in every month to gather knowledge about the software and solve the problems of workload.

- vi) A college administrative calendar in relation with the Academic Calendar of Vidyasagar University has been formulated to organize the work of the Administrative Staff perfectly.
- vii) Administrative allowances have been paid to the staff for additional service.
- viii) The administrative staff has been continually upgraded to get unique performance in the college.
- ix) The administrative are devoted to perform their best in serving the Higher Education scenario in India.

5. Evidence of Success:

As a result the Administrative staff of the college efficiently bear the additional work load of the students/office. The students are not harassed at any time and every data is available for sending the statistics to University, Government, UGC and other relevant bodies.

6. Problems Encountered and Resources Required:

- i) To manage the work load of the office, the college authority has appointed two casual staff on daily wage basis.
- ii) The financial liability of these casual staff have been borne by the college.
- iii) During activities like admission/form fill up or registration, the college sometimes engages external computer experts and this financial burden is also managed by the college.
- iv) The college requires some additional resource to maintain such financial liabilities.

Notes (Optional):

The students of the college very much appreciate the efficiency of the administrative staff. The Administration is also satisfied by the efficient management of the office. The Administrative staffs are undoubtedly dedicated to the development of the college.

8. Contact Details:

Name of the Principal : Dr. Asim Kumar Bera
 Name of the Institution : Mahishadal Raj College
 City : Mahishadal
 Pin Code : 721628
 Accredited Status : B Level
 Work Phone : 03224-240220
 Website : www.mahishadalrajcollege.com
 Mobile No. : 9434964960
 Fax No. : 03224240220
 E-mail Id. : mrc_md1@yahoo.co.in / akbera1957gmail@ .com

7.4. Contribution to environmental awareness / protection

The environmental awareness/protection is the part of education of a student of the college. The college authority has taken following steps in this matter:

- i) Tree Plantation is essential to neutralize the harmful effects of the Green House Gas.
- ii) To protect the campus the students are prevented to use plastic in the campus.
- iii) Drinking water is protected. Purified drinking water is provided to maintain the hygiene of the students.
- iv) There is the arrangement for Hazardous Waste Management.
- v) Creation of over 65 db sound is prohibited as the intensity of sound over 65 db creates Heart Attack etc.
- vi) An Orientation Program has been conducted in the college for the students on how to save the society from social environmental pollution.
- vii) The NCC and NSS Units conduct the environmental awareness program in the locality.
- viii) Proper Management of Electricity.
- ix) Regular check and repairing of the damp area of the building.

7.5. Whether environmental audit was conducted ?

Yes

No

7.6. Any other relevant information the institution wished to add. (for example SWOT Analysis)

Nil

8. Plans of institution for next year (2009 – 2010)

- Preparation of re-accreditation of NAAC.
- To start the admission process of students in the UG Courses a) Nutrition (Gen) b) Education (Gen) under the affiliation of Vidyasagar University.
- To extend the affiliation of the subject of Education (Hons) course in UG level under the affiliation of Vidyasagar University.
- Planning for purchase of two Diesel Generators (15 KVA and 30 KVA) for the severe cut-off power and construction of DG room.
- Planning for construction of 4-storied new building in abolition of old building due to lack of classrooms in the college for introducing of different new subjects.
- Planning for construction of 1st Floor, 2nd Floor of Annex of the Lib Lab Building for the department of Physiology and shifting of the departments of Computer Science and Botany.
- Planning for computerization of Library with SOUL 2.0 Software supplied by INFLIBNET.
- Planning for Internet connection facilities in different departments and Teaching Staff Room.
- Planning for introduction of UGC network resource centre in our college.
- Planning for "On Line Public Access Catalogue Service" facilities in Central Library.
- Planning for introducing N-list, E-list (1500) and E-Journals (2500) facilities.
- Purchase of Books from the UGC Fund and the Fund raised by the college.
- Purchase of Instruments from the UGC Fund and other funds raised by the college.
- To organize Students' Orientation Program for environment consciousness.
- To organize a program for the students entitled 'Health is Wealth'.

PROF. BADAL KUMAR BERA

Badal Kumar Bera

Signature of the Coordinator, IQAC

PROF. ASIS DE

Asis De

Signature of the Joint Coordinator, IQAC

DR. ASIM KUMAR BERA

Asim Kumar Bera

Signature of the Chairperson, IQAC





MAHISHADAL RAJ COLLEGE ACADEMIC CALENDAR For the session 2008 – 2009

1st Term : From 01-07-2008 to 07-11-2009

Month	Date	No. Of no-class days	No. Of days available for classes/Examinations	remarks
1	2	3	4	5
July - 2008	01-07-08 TO 07-07-08	2 Days	5 Days	04-07- 2008 - (Rathajatra) 06-07-2008 – (Sunday)
	08-07-08 To 14-07-08	1 Day	6 Days	13-07-2008 – (Sunday)
	15-07-10 To 21-07-10	1 Day	6 Days	20-07-2008 – (Sunday)
	22-07-10 To 28-07-10	1 Day	6 Days	27-07-2008 – (Sunday) 22-07-2008 – Last daate of admission for 1 st year , 2 nd year & 3 rd year B.A./B.Sc./B.COM Students.
July – August - 2008	29-07-08 To 04-08-08	1 Day	6 Days	03-08-2008 – (Sunday)

August - 2008	05-08-08 To 11-08-08	1 Day	6 Days	10-08-2008 (Sunday) 06-08-2008 - Commencement of 1 st year, 2 nd year & 3 rd year B.A./B.Sc./B.COM Classes.
	12-08-08 To 18-08-08	2 Days	5 Days	15-08-2008 – (Independence Day) 17-08-2008 – (Sunday) 16-08-2008 – Last date of change of subjects for 1 st year B.A./B.Sc./B.COM Students.
	19-08-08 To 25-08-08	1 Day	6 Days	24-08-2008 – (Sunday – Janmastami) 20-08-2008 – Commencement of Inter Collegiate Football tournament.
August & Sept.- 2008	26-08-08 To 01-09-08	1 Day	6 Days	31-08-2008 – (Sunday) 30-08-2008 Last dates of admission for 2 nd & 3 rd year B.A./B.Sc./B.COM Students.

September - 2008	02-09-08 To 08-09-08	1 Day	6 Days	07-09-2008 – (Sunday) 05-09-2008 Last date of submission of Teachers' Bio-Data to V.U.
	09-09-08 To 15-09-08	1 Day	6 Days	14-09-2008 – (Sunday) 12-09-2008 – Closing of Inter Collegiate Football Tournament.
	16-09-08 To 22-09-80	1 Day	6 Days	21-09-2008 – (Sunday) 18-09-2008 – Inter Collegiate Boys & Girls Chess tournament.
	23-09-08 To 29-09-08	2 Days	5 Days	26-09-2008 – Vidyasagar's Birth Day. 28-09-2008 – (Sunday & Maahalaya) 29-09-2008 – University Foundation Day. 23-09-2008 – Last date of submission of Registration form to V.U. for 1 st year B.A./B.Sc./B.COM Students <u>Without</u> <u>Fine.</u> 24-09-2008 – Inter Collegiate Boys & Girls Kabadi Tournament.

Sept. & Oct.- 2008	30-09-08 To 06-10-08	3 Days	4 Days	02-10-2008 – Birthday of Mahatma Gandhi's Birth Day/Id-UI-Fitr. 05-10-2008 to 06-10-2008 – Puja Holidays. 30-09-2008 – Last date of submission of Registration form to V.U. for 1 st year B.A./B.Sc./B.COM Students with fine Students' Union Election within 04-10-2008
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October - 2008	07-10-08 To 13-10-08	7 Days	Nil	07-10-2008 – (Mahalaya) 10-10-2008 – (Sunday) Puja Holidayas
	14-10-08 To 20-10-08	7 Days	Nil	
	21-10-08 To 27-10-08	1 Day	Nil	
	28-10-2008	1 Day	Nil	East Zone Inter-varsity & Vidyasagar Trophy Football.
		42 Days	78 Days	

N.B. : For Hons. Students at least 2 Class Test per paper and for general students at least 1 Class Test per paper will have to be conducted by the College within the period of 1st term.

For the session 2008– 2009
2nd Term : From 29-10-2008 to 24-12-2008

Month	Date	No. Of no-class days	No. Of days available for classes/Examinations	remarks
1	2	3	4	5
October & November - 2008	29-10-2008 To 03-11-2008	2 Days	4 Days	30-10-2008 – Bhatriditiya 02-11-2008 – (Sunday)
	11-11-08 To 17-11-08	3 Days	4 Days	14-11-2008 – (Sunday) 15-11-2008 – (Jagadhatri Puja) 17-11-2008 – (Id- Ud-Zoha)
	18-11-08 To 24-11-08	1 Day	6 Days	21-11-2008 – (Sunday & Guru Nanak's Birth day)
November - 2008	04-11-208 To 10-11-2008	2 Days	5 Days	07-11-2008 – Jagadhatri Puja 09-11-2008 – (Sunday).
	11-11-2008 To 17-11-2008	2 Days	5 Days	13-11-2008 Guru Nanak Birthday 16-11-2008 – (Sunday).
	18-11-2008 To 24-11-2008	1 Days	6 Days	23-11-2008 – (sunday) 18-11-2008 & 19- 11-2008 – Inter collegiate Boys & girls Kho-Kho Tournament. 20-11-2008 - Inter collegiate Boys & Girls Volleyball tournament.

November & December - 2008	25-11-08 To 01-12-08	1 Day	6 Days	30-11-2008 – (Sunday) 26-11-2008 – Last date of submission of academic auditing report to V.U. East-Zone & All India Table Tennis tournament 01-12-2008- Commencement of Inter Collegiate Boys Cricket Tournament . All India Inter- Varsity Football Tournament . All India Athletic Meet.
December - 2008	02-12-08 To 08-12-08	1 Day	6 Days	
	09-12-08 To 15-12-08	2 Days	5 Days	Annual Sports of College.
	16-12-08 To 22-12-08	1 Day	6 Days	19-12-2008 – Closing of Inter Collegiate Boys Cricket Tournament
	23-12-08 To 29-12-08	5 Days	2 Days	
December – 2008 & January - 2009	30-12-2008 To 01-01- 2009	3 Days	Nil	
			45 Days	

N.B. : For Hons. Students at least 2 class test per paper will have to be conducted by the college within the period of 2nd term.

For the session 2008 – 2009
3rd Term : From 02-01-2009 to 30-06-2009

Month	Date	No. Of no-class days	No. Of days available for classes/Examinations	remarks
1	2	3	4	5
January - 2009	02-01-09 To 05-01-09	1 Day	3 Days	04-09-2009 – (Sunday).
	06-01-09 To 12-01-09	2 Days	5 Days	08-01-2009 - Maharam. 11-01-2009 – (Sunday).
	13-01-09 To 19-01-09	1 Day	6 Days	18-01-2009 – (Sunday).
	20-01-09 To 26-01-09	3 Days	4 Days	23-01-2009 - Netaji Birth Day. 25-01-2009 – (Sunday). 26-01-2009 – Republic day 20-09-2009 – Last date of submission of application for extension of affiliation in new subjects.
	27-01-2009 To 02-02- 2009	2 Days	5 Days	31-09-2009 & 01- 02-2009 – Saraswati8 Puja
January & February - 2009				

February - 2009	03-02-09 To 09-02-09	1 Day	6 Days	08-02-2009 – (Sunday).
	10-02-09 To 16-02-09	1 Day	6 Days	15-02-2009 – (Sunday).
	17-02-09 To 23-02-09	1 Day	6 Days	01-03-2009 – (Sunday).
February & March - 2009	24-02-09 To 02-03-09	1 Day	6 Days	
March - 2009	03-03-2009 To 09-03- 2009	1 Days	6 Days	08-03-2009 – (Sunday)
	10-03-09 To 16-03-09	3 Days	4 Days	10-03-2009 – Fateha Duaz Daham. 11-03-2009 – Doljatra. 15-03-2009 – (Sunday) 14-03-2009 – Closing of 3 rd year classes.
	17-03-09 To 23-03-09	1 Day	6 Days	22-03-2009 – (Sunday).
	24-03-09 To 30-03-09	1 Day	6 Days	29-03-2009 – (Sunday)
March & April - 2009	31-03-09 To 06-04-09	1 Day	6 Days	05-04-2009 – (Sunday).

April - 2009	07-04-09 To 13-04-09	3 Days	4 Days	10-04-2009 – Good Friday.. 11-04-2009 – Easter Saturday. 12-04-2009 – (Sunday). 09-04-2009 – Closing of 1 st year and 2 nd year B.A./B.Sc./B.COM Classes.
	14-04-09 To 20-04-09	3 Days	4 Days	14-04-2009 – Chaitra Sankranti. 15-04-2009 – Bengali New Years' Day. 19-04-2009 – (Sunday).
	21-04-09 To 27-04-09	1 Day	Day	26-04-2009 – (Sunday).
April & May- 2009	28-04-09 To 04-05-09	2 Day	5 Days	01-05-2009 – May Day. 03-05-2009 – (Sunday).
May - 2009	05-05-09 To 11-05-09	2 Days	5 Days	09-05-2009 – Rabindranath Birthday/Buddha Purnima 10-05-2009 – (Sunday)
	12-05-09 To 18-05-09	3 Days	4 Days	16-05-2009 – Summer Recess.
	19-05-09 To 25-05-09	7 Days	Nil	Summer Recess.
May & June - 2009	26-05-09 To 01-06-09	7 Days	Nil	Summer Recess.

June - 2009	02-06-09 To 08-06-09	7 Days	Nil	Summer Recess.
	09-06-09 To 15-06-09	7 Days	Nil	Summer Recess.
	16-06-09 To 22-06-09	7 Days	Nil	Summer Recess.
	23-06-09 To 29-06-09	7 Days	Nil	Summer Recess. 24-06-2009 – Rathajatra.
			103 Days	

N.B : ** for Honours students at least 2 class Test per paper and for General students at least 1 class test per paper will have to be conducted by the college within the period of the 3rd Term.

** Principal / T.I.C. are requested to follow the academic calendar strictly. Any department from the specified list of Holidays will not be allowed unless prior approval is obtained from the Secretary, U.G. Council..

*** Total number of days available for holding classes / Examination = **78 Days + 45 Days + 103 Days = 226 Days**



MAHISHADAL RAJ COLLEGE

Mahishadal, Purba Medinipur

Item : 1.3, Analysis of the Feedback from stake holders :

From Alumni :

The Alumni Association is very important to the Stake holders. The Association is actively involved in the all round development programmes of the college. The ex-students of our college have constituted the Alumni Association since 1997 with Registration No. S/1L/15938 of 2003-2004 as per registration of societies West Bengal Act XXVI of 1961. A Biennial Conference was held on regular basis in the college campus in the first Sunday of February. The Alumni Association offer advises for improvement of the college in different fields. The Principal of the college has been trying to implement their advises in different fields.

From Parents :

Parents contribute important function for development of the college. The college always maintains the relationship with the guardians. The Parents send different suggestions for development of the Academic situation as well as the Infrastructural facilities and others. The college authority takes steps in fulfilling the demands of the stakeholders.

From Students :

The Students of the college form the most important part of the college. They also place the demands in different purposes through the Students' Union, a Statutory Body, to the Principal of the college. The Principal of the college has been trying to fulfill their necessities and demands.