THE ANNUAL QUALITY ASSURANCE REPORT OF THE IQAC (2014-15)

RABINDRA MAHAVIDYALAYA
(Established in 1971)

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THE ANNUAL QUALITY ASSURANCE REPORT

OF THE IQAC (2014-15)

Part – A

AQAR for the year

2014-15

1. Details of the Institution

1.1 Name of the Institution

RABINDRA MAHAVIDYALAYA

1.2 Address Line 1

Vill. + P.O.-CHAMPADANGA

Address Line 2

HOOGHLY

City/Town

TARAKESWAR

State

WEST BENGAL

Pin Code

712401

Institution e-mail address

principal@rabindramahavidyalaya.org

Contact Nos.

03212-255104

Name of the Head of the Institution:

Prof. Sujata Bandyopadhyay

Tel. No. with STD Code:

03212-255104

Mobile: | 9163234978

Name of the IQAC Co-ordinator: | Dr. Subrata Roy

Mobile: | 9432653985

IQAC e-mail address: | principal@rabindramahavidyalaya.org

1.3 NAAC Track ID | WBCOGN12745

1.4 NAAC Executive Committee No. & Date: | NAAC/A&A/outcome-46/2006 dated May 21, 2006

1.5 Website address: | www.rabindramahavidyalaya.org

Web-link of the AQAR: | rabindramahavidyalaya.org/AQAR14_15.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	72.6%	2006	2011
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC: | DD/MM/YYYY | 18/12/2006

1.8 AQAR for the year

| 2014-15 |

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

i.   AQAR 2011-12, submitted on 08.01.2016 (DD/MM/YYYY)
ii.   AQAR 2012-13, submitted on 08.01.2016 (DD/MM/YYYY)
iii.   AQAR 2013-14, submitted on 08.01.2016 (DD/MM/YYYY)

1.10 Institutional Status

University   State [✔] Central [ ] Deemed [ ] Private [ ]

Affiliated College   Yes [✔] No [ ]

Constituent College   Yes [ ] No [✔]

Autonomous college of UGC   Yes [ ] No [✔]

Regulatory Agency approved Institution   Yes [ ] No [✔]

Type of Institution   Co-education [✔] Men [ ] Women [ ]

                          Urban [ ]   Rural [✔] Tribal [ ]

Financial Status   Grant-in-aid [√] UGC 2(f) [✔] UGC 12B [✔]

                          Grant-in-aid + Self Financing [ ] Totally Self-financing [ ]

1.11 Type of Faculty/Programme

Arts [✔] Science [✔] Commerce [✔] Law [ ]   PEI (Phys Edu) [✔]

TEI (Edu) [ ] Engineering [ ] Health Science [ ]   Management [ ]

Others   (Specify) | .   NIL |

1.12 Name of the Affiliating University | The University of Burdwan |

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   No

University with Potential for Excellence   No   UGC-CPE   No

DST Star Scheme   No   UGC-CE   No

UGC-Special Assistance Programme   No   DST-FIST   No

UGC-Innovative PG programmes   No   Any other (*Specify*)   No

UGC-COP Programmes   No

2. IQAC Composition and Activities

2.1 No. of Teachers   07

2.2 No. of Administrative/Technical staff   02

2.3 No. of students   NIL

2.4 No. of Management representatives   NIL

2.5 No. of Alumni   01

2. 6 No. of any other stakeholder and

   community representatives   NIL

2.7 No. of Employers/ Industrialists   NIL

2.8 No. of other External Experts   NIL

2.9 Total No. of members   10

2.10 No. of IQAC meetings held   03

2.11 No. of meetings with various stakeholders: No. | 04 | Faculty | 02 |

Non-Teaching Staff Students | 02 | Alumni | NIL | Others | NIL |

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

If yes, mention the amount | NA |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | NIL | International | NIL | National | NIL | State | NIL | Institution Level | 01 |

(ii) Themes | Quality development |

2.14 Significant Activities and contributions made by IQAC

> The IQAC has made significant contribution for the overall development of the college. During the academic year 2014-2015 the IQAC reviewed the academic performance of all the departments and suggested steps to improve overall teaching learning process of the departments as well as management. During the same year the IQAC has conducted for academic audit of all the departments and the consequent recommendations for the coming years have been duly communicated to the management.

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 *

Plan of Action	Achievements
IQAC has decided to (a) Monitor the work of infrastructural development. (b) Renovate the existing infrastructure and automation of administrative processes (c) take feedback from the students (d) perform academic audit (e) implement various effective measures of the grievance redresshal cell	(a) The work on Bio Science Building & Women's' hostel were almost complete. (b) The existing infrastructure was upgraded, Management Information system and ERP have been introduced in Administrative works also. (c) Feedback has been taken from the students and actions are taken based on their feedback. (d) Departmental results were analysed and report submitted to the authority for follow-up actions. (e) Grievances are addressed by the authority in due time and one programme on career counselling is conducted for the students to create an awareness about their career prospect. (f) Software "SOUL-2.0" is installed as the recommendation of the UGC.

and career counselling for students	(g) A seminar on Investor Awareness Programme was held on 20.01.2015.
(f) Computerization of library facilities (g) To organize programme to aware staff and students against Chit Fund.(h) A seminar to be organized on the occation World Health Day(08/12).	(h) NCC wing organized a seminar on the occasion of World Health Day(08/12). (i) 55 numbers of NCC cadets participated in the celebration of "International Day of Yoga"(21.06.2015) (j) This institution hosted the Hooghly district inter-college (Govt. And aided) athletic meet, Foot Ball, Badminton Championship 27th-31st January,2015 and successful participants took part in the inter-district championship under the supervision of this institute.

  * See annexure –I (Academic Calendar)

2.16 Whether the AQAR was placed in statutory body   Yes ✔   No ☐

Management ☐   Syndicate ☐   Any other body ☐ G.B.

Provide the details of the action taken

> G.B. of the institution approves the AQAR after through perusal and gives permission to the IQAC for submission of the same to the NAAC.

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
PhD	0			
PG	0			
UG	19	0	0	0
PG Diploma	0			
Advanced Diploma	0			
Diploma	0			
Certificate	0			
Others	0			
Total	19	0	0	0

Interdisciplinary	0			
Innovative	0			

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

Pattern	Number of programmes
Semester	
Trimester	
Annual	19

1.3 Feedback from stakeholders*   Alumni [ ]   Parents [✓]   Employers [ ]   Students [✓]
   (On all aspects)

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

   *See Annexure-I

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

The question of revising or updating of regulation of syllabi does not arise because the college does not frame them. It is framed by The University.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
55	26	05	0	24

2.2 No. of permanent faculty with Ph.D.   20

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
9	15	0	0	0	0	0	0	9	13

2.4 No. of Guest and Visiting faculty and Temporary faculty   48   00   00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	00	10	03
Presented papers	05	09	01
Resource Persons	00	00	00

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

> ➢ Showing movies of the syllabic texts that are part of the syllabus.
> ➢ ICT enabled class room teaching.
> ➢ Field study for better understanding of flora in natural conditions.
> ➢ Organising educational tour/Excursion
> ➢ Power point presentation by the students during seminars.
> ➢ Preparation of class notes and using computer to display them on a regular basis.
> ➢ Conducting mock test.
> ➢ Conducting surprise test.

2.7 Total No. of actual teaching days
      during this academic year

195

2.8 Examination/ Evaluation Reforms initiated by
      the Institution (for example: Open Book Examination, Bar Coding,
      Double Valuation, Photocopy, Online Multiple Choice Questions)

Class test/MCQ taken by the all departments.

2.9 No. of faculty members involved in curriculum
      restructuring/revision/syllabus development
      as member of Board of Study/Faculty/Curriculum Development workshop

00	00	02

2.10 Average percentage of attendance of students

65%

2.11 Course/Programme wise
      distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Total no. of students Passed	Division				
			Distinction %	I %	II %	III %	Pass %
Bengali(Hons)	57	49	-	8.77	77.19	-	85.96
English(Hons)	34	30	-	5.88	82.35	-	88.24
Sanskrit(Hons)	42	30	-	9.52	61.90	-	71.43
History(Hons)	41	30	-	0.00	73.17	-	73.17
Philosophy(Hons)	24	16	-	4.17	62.50	-	66.67
Political science(Hons)	11	05	-	0.00	45.5	-	45.5
Economics(Hons)	4	4	-	25.00	75.00	-	100.00
Geography(Hons)	19	16	-	31.58	52.63	-	84.21

Education(Honours)	37	27	-	18.92	54.05	-	72.97
Accountancy(Hons)	6	6	-	0.00	100.00	-	100.00
Physics(Hons)	11	6	-	9.09	45.45	-	54.55
Chemistry(Hons)	17	14	-	47.06	35.29	-	82.35
Zoology(Hons)	22	9	-	13.64	27.27	-	40.91
Botany(Hons)	9	8	-	33.33	55.56	-	88.89
Microbiology(Hons)	19	11	-	42.11	15.79	-	57.89
B.A(General)	310	116	0.00	-	-	-	37.42
B.Sc (General)	21	10	9.52	-	-	-	47.62
B.Com(General)	5	2	0.00	-	-	-	40.00

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

IQAC in its meeting with faculty members advises them to convene Annual Plan Meeting at the beginning of each session, assign syllabus to the departmental teachers, prepare time schedule for class tests & to convene result review meetings. It also collects annual reports from the departments and analyses their performance and progress. IQAC also suggests the departments to organize e-classes, seminars, educational tours & excursions. The IQAC members often attend the departmental seminars, quizzes, group discussions and class tests as a way of monitoring and evaluating the teaching learning process.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	03
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	NIL
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	NIL
Summer / Winter schools, Workshops, etc.	08
Others	03

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	10	11	02	00
Technical Staff	07	0	02	00

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

IQAC has taken up the following steps in Sensitizing/Promoting Research Climate :

- ➤ Conducting regular meetings with the teachers and advising them to apply for major and minor research projects.
- ➤ Suggesting HOD's to apply to UGC for funds for organising national level seminars.
- ➤ Advising teachers to participate in refresher courses and faculty development programmes.
- ➤ Persuading the authority to grant leave for faculties to participate in seminars.

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	1	4	0
Outlay in Rs. Lakhs	0	Rs.1,32,500	Rs.6,42,500	0

3.4   Details on research publications

	International	National	Others
Peer Review Journals	24	09	00
Non-Peer Review Journals	00	01	00
e-Journals	00	00	00
Conference proceedings	01	03	00

3.5 Details on Impact factor of publications:

Range NA   Average NA   h-index NA   Nos. in SCOPUS NA

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	00	NA	NA	NA
Minor Projects	02	UGC	Rs.4,72,500	Rs.4,72,500
Interdisciplinary Projects	00	NA	NA	NA
Industry sponsored	00	NA	NA	NA

Projects sponsored by the University/ College	00	NA	NA	NA
Students research projects *(other than compulsory by the University)*	00	NA	NA	NA
Any other(Specify)	00	NA	NA	NA
Total		NA	Rs.4,72,500	Rs.4,72,500

3.7 No. of books published   i) With ISBN No. | 01 | Chapters in Edited Books | 02 |

    ii) Without ISBN No. | 03 |

3.8 No. of University Departments receiving funds from: NA

UGC-SAP | | CAS | | DST-FIST | |

DPE | | DBT Scheme/funds | |

3.9 For colleges   Autonomy | NIL | CPE | NIL | DBT Star Scheme | NIL |

INSPIRE | NIL | CE | NIL | Any Other (specify) | NIL |

3.10 Revenue generated through consultancy | NIL |

3.11 No. of conferences

    organized by the Institution

Level	International	National	State	University	College
Number	00	00	00	00	00
Sponsoring agencies	NA	NA	NA	NA	NA

3.12 No. of faculty served as experts, chairpersons or resource persons | 00 |

3.13 No. of collaborations   International | 00 | National | 00 | Any other | 01 |

3.14 No. of linkages created during this year | 00 |

3.15 Total budget for research for current year in lakhs :

From Funding agency | NIL | From Management of University/College | NA |

Total | NIL |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NIL
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

3.17 No. of research awards/ recognitions   received by faculty and research fellows
      of the institute in the year

Total	International	National	State	University	Dist	College
00	00	00	00	00	00	00

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

01

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

00

3.20   No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones) : NA

JRF ☐   SRF ☐   Project Fellows ☐   Any other ☐

3.21 No. of students Participated in NSS events:

University level 07   State level NIL

National level NIL   International level NIL

3.22 No. of students participated in NCC events:

University level NIL   State level 102

National level NIL   International level NIL

3.23 No. of Awards won in NSS:

University level NIL   State level NIL

National level NIL   International level NIL

3.24 No. of Awards won in NCC:

University level | NIL | State level | NIL

National level | NIL | International level | NIL

3.25 No. of Extension activities organized

University forum | NIL | College forum | NIL

NCC | NIL | NSS | NIL | Any other | NIL

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

NSS Units of the college organised a plantation programme to develop a garden of medicinal plants and a workshop on child care, by which the institution delivered its social responsibility towards the community at large. N.C.C. celebrated World Health Day on 08.04.15. and organized a talk on food contamination.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area(Sq. Mtr)	27742.5	NIL	NA	27742.5
Class rooms	22	02	State Govt.	24
Laboratories	11	NIL	NA	11
Seminar Halls	NIL	NIL	NA	NIL
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	02	NIL	NIL	02
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs. 4,98,138	Rs. 3,28,179	UGC and College	Rs. 8,26,317
Others	02	NIL	Alumni	02

4.2 Computerization of administration and library

All the major services offered by the college office, e.g. Admission, fees collection, examination details, results and students' scholarships have been computerized. Admission into various (Honours) subjects and submission/deposit of taxes are done online. All the computers in the office have LAN connections. The library has been partially computerized.

4.3 Library services:

Category	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20773	4262586	555	138750	21328	4401336
Reference Books	5907	1776417	106	50958	6013	1827375
e-Books	NIL	NIL	NIL	NIL	NIL	NIL
Journals	17	20000	NIL	NIL	17	20000
e-Journals	NIL	NIL	NIL	NIL	NIL	NIL
Digital Database	NIL	NIL	NIL	NIL	NIL	NIL
CD & Video	48	Free	NIL	NIL	48	Free
Others (specify)	NIL	NIL	NIL	NIL	NIL	NIL
Total	**26680**	**6059003**	**661**	**189708**	**27406**	**6248711**

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	35	02	33	02	02	04	16	15
Added	22	`NIL	NIL	NIL	NIL	NIL	NIL	22
Total	57	02	33	02	02	04	16	37

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

The college provides computers, internet access to teachers and students.

4.6 Amount spent on maintenance in lakhs :

i) ICT — 12,062/-

ii) Campus Infrastructure and facilities — 10,634/-

iii) Equipments — 85,545/-

iv) Others — 24,036/-

Total : 1,32,277/-

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> ➤ IQAC organised meetings with the students to bring about an awareness among them about student support services that is available in the college -e.g. career counselling cell, women's cell (formerly Committee against Sexual Harassment), health services, psychological counselling cell etc.
> ➤ Information about these services are displayed in the notice board.

5.2   Efforts made by the institution for tracking the progression

Partially the college has a mechanism of tracking the students' progression through the departmental alumnus and personal contacts.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2703	NIL	NIL	NIL

(b) No. of students outside the state   NIL

(c) No. of international students   NIL

Men
No	%
1498	55.42

Women
No	%
1205	44.58

Last Year						This Year					
General	SC	ST	OBC*	Physically Challenged	Total	General	SC	ST	OBC*	Physically Challenged	Total
2015	533	43	362	45	2998	2000	408	41	250	04	2703

*OBC includes Minority

Demand ratio 1.81:1   Dropout 26.53%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

None

No. of students beneficiaries   NA

5.5 No. of students qualified in these examinations

NET | NIL | SET/SLET | NIL | GATE | NIL | CAT | NIL |

IAS/IPS etc | NIL | State PSC | NIL | UPSC | NIL | Others | NIL |

5.6 Details of student counselling and career guidance

A Career Counselling Cell has been established in our institute to look into the diverse socio-economic problems that confront our students. The main objective of this cell is to help the students who come from economically backward families with placement opportunities and also provide institutional support. We also provide them guidance as to how they can make use of these opportunities available in the institute.

No. of students benefitted   Not available

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 programmes

Committee against Sexual Harassment of the college observed International Women's Day (8 March, 2014) as a way of sensitizing the staff and student about the issues of gender discrimination ,sexual harassment at public and working places .

5.9 Students Activities

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

State/ University level | 70 | National level | 06 | International level | NIL |

No. of students participated in cultural events

State/ University level | 00 | National level | 00 | International level | 00 |

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

Sports: State/ University level | 16 | National level | NIL | International level | NIL |

Cultural: State/ University level | 00 | National level | 00 | International level | 00 |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	895	Rs.1,14,745
Financial support from government	162	Rs.6,69,300
Financial support from other sources	12	Rs.43,200
Number of students who received International/ National recognitions	NIL	NIL

5.11   Student organised / initiatives

Fairs   : State/ University level | NIL | National level | NA | International level | NA |

Exhibition: State/ University level | NIL | National level | NA | International level | NA |

5.12   No. of social initiatives undertaken by the students | NIL |

5.13 Major grievances of students (if any) redressed:

Three complains are lodged and they are all satisfactorily addressed.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The vision whether individual or that of an institution is like an ideal. But clearly, it gives us a sense of direction. **"Making an enlightened, informed and confident local community"** is the vision our college which truly enshrines a collective aspiration of an essentially rural populace that once dreamt of education as a viable means of social progress and that precisely brought this college into being in less than half a century ago. The year was 1971. The college was named after Tagore and from a humble beginning Rabindra Mahavidyalaya has become an institution of higher education that commands a sense of admirable respect in the minds of the local residents. Tagore had his vision of a cosmopolitan brotherhood based on a steady exchange of educational means and cultural values between India and the rest of the world and it materialized in the birth of Visva Bharati. Our small college with all its myriad aspects of rural backwardness in a way truly follows in the path of Rabindranath. As an agency of higher education, it brings in the blessings of advancement and the benefits of enlightenment so that the people that live in and around Champadanga may gain into confidence and may try to be at par with other, more advanced sections of the society, traditionally known and respected for their greater quantum of achievement. Given the situation, the growing health of the college since the days of its inception is enough testimony of its socially vital role of continually adding to the information-base of the local community to enable it to look beyond its basically agro-based economy and ethos. This in itself is no mean achievement. In tandem with the vision, we also have a mission.

The mission of this college is succinctly expressed in the Sanskrit adage of **"Vimuktasya vimuchyate"** that originally occurred in Vishnu Sahasranam. This pertains to the highest attribute of a 'liberated man': a liberated soul can attain to a state of perfection through a continual exercise of his or her sense of liberty. 'Jnan' or 'Knowledge' is the only means by which this rare quality of freedom may be gained. A past wisdom thus re-combined with the present task of knowledge-gathering and dissemination may make our mission a truly unique and an appropriate one bringing us ever closer to the vision already detailed above.

6.2 Does the Institution has a management Information System

> The office and accounts departments of the college have been using a management information system by a software named CAMS.

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

6.3.1 Curriculum Development

> Since the college does not develop any curriculum but simply follows/implements the one framed by the university, the question of adopting quality improvement strategies does not arise.

6.3.2 Teaching and Learning

> Although the syllabi are framed not by the college but by the university to which it is affiliated each department adopts some innovative processes in teaching and learning. First of all, the faculties of each department meet at the beginning of each academic session for allocation of syllabic assignments, contents, fix dates for the class test and annual tests and prepare the academic calendar of that session. Secondly, almost all the departments organize students' seminars, quiz contests, etc. Some of the departments use PPTs for complementing conventional teaching learning for the Honours students. Multiple choice questions are also set in the class tests to encourage the students to read the text books thoroughly.

6.3.3 Examination and Evaluation

> Apart from serving as centres for the university examinations each year, the college also conducts class tests and annual tests to evaluate the progress of the students. The answer scripts of such tests are shown to the students. One department of the institution took on-line test and followed the practice of self evaluation of answers-script.

6.3.4 Research and Development

Since this is an undergraduate college, the students are not undergoing any research work during their three years course. But the faculty members who are closely associated with research activities are provided with the under mentioned facilities:-

- ➤ Faculty members are allowed to attend orientation course, refresher course, National/International/State level seminar/workshop and symposia.

- ➤ The internet facility is provided through which the researchers can access their information related to their research.

- ➤ The UGC grant is provided for attending seminars/workshop that include presentation of papers.

6.3.5 Library, ICT and physical infrastructure / instrumentation

To develop and update facilities in the library, the IQAC has adopted the following strategies :
- ➤ The physical infrastructure has been marginally improved. At present the library enjoys a space of 3000 sq.ft.
- ➤ Latest books and several journals are purchased and subscribed respectively.
- ➤ Soul-2.0 software has been installed to the existing library services.
- ➤ Library related information is provided to the students and the teachers at regular basis.
- ➤ Internet service has been made available to the library users.
- ➤ Some of the honours departments maintain and run a library of their own.
- ➤ Annual budgetary allocation is made available to each department for purchasing text and reference books.
- ➤ Almost all the science departments have received a certain amount of grant to purchase instruments.
- ➤ Department of Physical Education has received an almirah for keeping prizes.
- ➤ Department of Physics has received an Oscilloscope(model no. MSOX 2002A)
- ➤ Department of Botany has received Laminar Air Flow device.

6.3.6 Human Resource Management

The human resource of the college is managed in a free and democratic manner. For the management of the students' affair, the college has a students' council whose elections are conducted annually as per university statute. The teachers' council and the non-teaching staff association look after the affairs of the teaching and non-teaching staff respectively. Above all, there is a Governing Body that manages and make scope of utilizing the total human resource of the college. The college's aim is to make optimum use of the available human resource.

6.3.7 Faculty and Staff recruitment

The Governing Body of the college has the power to appoint the principal and the teaching staff only after proper recommendation from the College Service Commission. During this year 8(eight) assistant professors have joined the Institution. The recruitment of the non-teaching staff solely depends upon the standing committee which is also framed by the Governing Body and 4(four) non-teaching staff have joined this institution.

6.3.8 Industry Interaction / Collaboration

During this year the college has not initiated any Industry Interaction or Collaboration

6.3.9 Admission of Students

The admission procedure in our college is very transparent. The following steps are taken for admission into first year:-

  ➢ On-line filling up of forms for Honours students

  ➢ Off line filling up of form for General course students .

  ➢ Preparation of merit list.

  ➢ Counselling

6.4 Welfare schemes for

Teaching	NIL
Non teaching	NIL
Students	NIL

6.5 Total corpus fund generated

NIL

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	Authority
Academic	No	NA	Yes	IQAC
Administrative	Yes	University	No	NA

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes [ ]   No [✓]

For PG Programmes   Yes [NA]   No [NA]

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

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

NA

6.11 Activities and support from the Alumni Association

There is an Alumni Association in the college which has been established in the year 2005. However during this year college has not received any financial support.

6.12 Activities and support from the Parent – Teacher Association

There is no Parent-Teacher Association in the college. But some departments arranges meetings with the parents from time to time to appraise them of the students' academic progress and discuss various students-related issues. The IQAC, however, feels the need to form a regular Parent-Teacher Association which will work for the development of the College.

6.13 Development programmes for support staff

The support staff is allowed to attend different workshop conducted by the affiliating University, the Income Tax Office, Treasury office, Block development office, Zilla Parishad etc.

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

The institution propagates the idea of eco-friendliness by observing World Environment Day every year and encourages plantation of trees and removal of plastic from the campus to make it eco-friendly. Burning of plastic is strictly prohibited. We encourage e-communication for transacting institutional business. Moreover, we promote two sides print-outs of a single page as policy to restrict use of paper. The college has also made a garden of medicinal plants in the college campus.

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.

> - Online-admission of the Honours students facilitated by the University has greatly reduced unnecessary crowding, makes the process more transparent, and enables the departments to admit students purely on the basis of merit.
> - The COSA software for online payment of staff salary introduced by WBIFMS has greatly improved the existing system which was cumbersome and entailed a lot of paper works.
> - Automatic Alarm System (developed and built by our office staff, Sk. Mainur Ali) to stop the generator once the electrical power gets on.
> - Developing Eco-awareness by arranging lectures by teachers at the behest of the Nature Club
> - Discarding the obsolete/scrape books from the library and providing more space for accommodating newly published syllabus oriented books.

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

> - More ICT enabled classes.
>
> - Plastic free college campus.
>
> - Reduction in use of paper works by the help of electronic gadgets and availing electronic medium.
>
> - Repairing the banks of the college pond and providing safe ecological niche.
>
> - Completion of Bio-science Building.
>
> - Improving the canteen facilities.

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

> - Environmental Awareness and Protection
> - Seminar Presentation by Students

See **annexure III**

7.4 Contribution to environmental awareness / protection

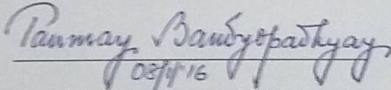7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)
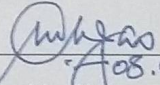
We want to improve the ambience of the college campus by constructing metallic roads connecting all the building units within the college campus with beautiful solar street lights and developing the garden monsoon flowers and foliages with assistance from department of Physics and Botany. A proper drainage system is also necessary to stop soil erosion within the campus area. But all these ideas require funding. So, if any agency provides us fund then the dreams can be fulfilled.

8. Plans of institution for next year

> Involving more teachers for taking ICT enabled classes

> Arranging career counselling programme with special focus

> Introducing more mentoring programmes

> Formation of the women's cell for addressing women's concerns and issues

> Making the college premises a free Wi-Fi Zone

> Arranging a friendly football match between students and teacher as a way of augmenting the institutional relationships.

> Making the admission process fully on-line

> Subscription to INFLIBNET

> E-accessing the resources of British Council Library

> Introducing a Xerox centre for the students

Name TANMAY BANDYOPADHYAY Name DR. MANAS KUMAR JANA.

Signature of the Coordinator, IQAC   Signature of the Chairperson, IQAC

——— *** ———

Annexure-I

Academic Calender

MONTH WISE YEAR PLAN

Month	Dates	Programme
July 2014	01-15	Part II University Examination
		First Departmental Meeting
	16-31	Commencement of 2nd & 3rd year Classes for the Session 2014-15 and Admission
		Distribution of Teaching Modules to 2nd & 3rd year Students
August 2014	01-15	Admission to 1st year Classes for the Session 2014-15 & Commencement of Classes
		Distribution of Teaching Modules to 1st year Students
		Enrolment of Students for NCC Company
		Renewal of Library Cards for 2nd & 3rd year Students
		Observation of Death Anniversary of Rabindranath Tagore (08.08.2014)
	16-31	Issuance of Library Cards to 1st year Students
		Enrolment of Students for NSS Units
		Guidance Regarding Stipend for Minority Students
		Registration & Enrolment Form Fill up for 1st year Students
		Freshers' Welcome
September 2014	01-15	Anti -War Day Celebration (01.09.2014) by NCC, Department of Defence Studies and Cultural Sub-Committee
		Teachers' Day Celebration (05.09.2014)
		World Literacy Day Celebration by NSS (08.09.2014)
		Inter-class Football & Carom Competition
	16-30	Application for Students' Concession
		Organisation of Debate/Group Discussion/Essay Writing
		Call for 1st Internal Assessment of Honours Students
October 2014	01-15	Annual Re-Union and Seminar by Physics Alumni
	16-31	1st Internal Assessment of Honours Students
November 2014	01-15	Observation of College Foundation Day (08.11.2014)
		Publication of List of Students' Concession
	16-30	Cultural Competition
		Inter Class Volleyball Competition
		Organising 'Students' Seminar'
		Publication of Result of 1st Internal Assessment
		Official Publication of Attendance Report
December 2014	01-15	Observation Anti AIDS Day by NSS Units (01.12.2014)
		Annual Social
		Official Communication to Dropped Out Students
		Publication of College Magazine
		Second Departmental Meeting
		Popular Lecture by Teachers Organised by IQAC
		Publication of Departmental Wall Magazine
		Organising Subject Quiz
		Excursion of Zoology, Botany, Geography and other Departments
	16-31	National Library Day Celebration (20.12.2014)
		Collection of Students' Feedback
		Call for 2nd Internal Assessment of Honours Students & Internal Assessment of General Students

MONTH WISE YEAR PLAN (CONTD.)

Month	Dates	Programme
January 2015	01-15	2nd Internal Assessment of Honours Students and Internal Assessment of General Students
		Inter-class Annual Athletic Meet
		Imparting Extra Skill/Organising 'Outreach to Enrich' Programme
		Annual Sports
	16-31	Weak and Advanced Students Week
		Netaji Birthday Celebration (23.01.2013) by NCC
		Official Publication of Academic Audit Report
		Republic Day Celebration (26.01.2013) by NCC
		Publication of Result of 2nd Internal Assessment
February 2015	01-15	Student's Orientation Programme for Competitive Examinations/PG Entrance Test
		Organisation of Departmental Teachers' Seminar
	16-28	Observation of Bhasha Divas (21.02.2015)
		Commencement of Part III Test Examination and Form Fill-up for University Examination
March 2015	01-15	Quality Improvement Lecture/Programme Organised by IQAC
		Commencement of Part I and II Test Examinations and Form Fill-up for University Examinations
	16-31	Commencement of Part III University Examination
April 2015	01-15	Preparation of Feed Back Report by Departments
		Official Publication of Department Wise Results for Part I, II & III Examinations
	16-30	One Day Follow-up Camp in Adopted Village by NSS Units
		Third Departmental Meeting
May 2015	01-15	Commencement of Part I University Examination
		Observation of Tagore Birthday Anniversary (09.05.2015)
	16-31	Commencement of Part II University Examination
June 2015	01-15	Preparation of Year Plan for 2015-16
	16-30	Publication of Prospectus for the Session 2015-16

HOLIDAYS/VACATION/RECESS

Occasion	Day	Date
Shrabanimela	Monday	21.07.2014
Shrabanimela	Monday	28.07.2014
Id-Ul-Fitar	Tuesday	29.07.2014
Shrabanimela	Monday	04.08.2014
Shrabanimela	Monday	11.08.2014
Independence Day	Friday	15.08.2014
Biswakarmapuja	Wednesday	17.09.2014
Mahalaya	Tuesday	23.09.2014
Puja Vacation	Monday to Saturday	29.09.2014 to 25.10.2014
Jagadhatri Puja	Saturday	01.11.2014
Maharam	Tuesday	04.11.2014
Birthday of Guru Nanak	Thursday	06.11.2014
Foundation Day	Saturday	08.11.2014
Christmas Day	Thursday	25.12.2014
Winter Holidays	Friday to Wednesday	26.12.2014 to 31.12.2014
New Year Day	Thursday	01.01.2015
Poussankranti	Thursday	15.01.2015
Netaji's Birthday	Friday	23.01.2015
Saraswati Puja /Republic Day	Monday	26.01.2015
Shibratri	Tuesday	17.02.2015
Doljatra	Thursday and Friday	05.03.2015 and 06.03.2015
Good Friday	Friday	03.04.2015
Ambedkar's Birthday/ Chaitra Sankranti	Tuesday	14.04.2015
Bangla Nababarsha	Wednesday	15.04.2015
May Day	Friday	01.05.2015
Rabindra Jayanti	Saturday	09.05.2015
Shab-e-Barat	Monday	01.07.2015
Summer Recess	35 days excluding Sundays and Holidays	Dates to be announced later.

Janmastami (17.08.2014), Fatehadohazdaham (04.01.2015), Saraswati Puja (25.01.2015) are all on Sundays this year.

Gandhi Birthday (02.10.2012) and Iduzzoha (06.10.2014) falling with in puja vacation this year.

WORKING AND TEACHING DAYS

Particulars	Day (s)
Total Calendar Days from July 2014 to June 2015	365
(-) Sundays	52
(-) Holidays	26
(-) Puja Vacation	24
(-) Winter Holidays	05
(-) Principal's Discretionary Leave	04
Working Days	254
(-)Pre Class Commencement (2014-15 session) No Teaching Days	08
(-) Freshers' Welcome	01
(-) Annual Social	01
(-) Students' Election	01
(-) Annual Sports	01
(-) College Examinations	18
(-) University Examinations held outside Summer Recess	25
(-) Summer Recess	35
(-)Post University Examination (2015) No Teaching Days	10
Teaching Days	154

TEACHING PERIOD

Year	Teaching Period	Corresponding Time Span
1st	Pre Test Examination Normal Teaching Period	August 2014 to Test Examination (March 2015)
	Post Test Examination Special Teaching Period	After Test Examination to University Examination/Summer Recess which one is Earlier
2nd	Pre Test Examination Normal Teaching Period	July 2014 to Test Examination (March 2015)
	Post Test Examination Special Teaching Period	After Test Examination to University Examination/Summer Recess which one is Earlier
3rd	Pre Test Examination Normal Teaching Period	July 2014 to Test Examination (February 2015)
	Post Test Examination Special Teaching Period	After Test Examination to University Examination

Classes will remain suspended on university examination days.
Classes may remain suspended on college examination days.

Annexure II

Feedback

All the departments distributed the feedback form to the students and parents in a prescribed format, where as many as students participated in it.

After analyzing their feedback, it has come to our notice that they are not regular at their respective classes or sometime due to lack of teachers, classes are not properly run, although some special classes are organized to complete the syllabus.

Though the library has got sufficient number of collection in form of reference and text books but due to lack of technical personnel the overall services of the library are affected. Most of the students suggested that more facilities like Xerox centre for students , improved canteen facilities, lending more no of books , Wi-Fi system for the students , neat and clean play ground, organizing more number of career counselling programme are required to motivate the students and increase their attendance.

On the other hand while analyzing the parents feedback, it has been observed that parents are very much conscious about their ward's studies and expressed their willingness to help for all round development of the college.

Best Practices

Practice –I

Title of the Practice

Environmental Awareness and Protection

2. **Goal**

The major aims of the practice followed by the institution are

a) To inculcate awareness about environment protection and our sustainability and to generate sense of environment protection among students.
b) To make the campus more green by initiating the plantation programmes.
c) To make all stakeholders aware of hazards related to use of plastic and other non-degradable pollutants.
d) To encourage reduction and renewal and recycling of valuable resources.
e) To implant that, resources such as freshwater is scarce and prudent use of the resource is to be made.
f) To extend the consciousness among local community through extension activities.

3. **The Context**

Environment, as a common property resource, which is over utilised and polluted. It is not taken care of that such acts will in turn endanger us. Urbanisation has deteriorated the environment grossly. Students can play an important role to protect environment.

While performing such activities, the major challenge was the inherent culture borne by stakeholders that are generally environment degrading.

Substituting plastic by other environment friendly materials makes products costly. People often do not accept these things due to their lack of their environmental awareness.

4. **The Practice**

The major practices that the institution followed are

a) Students are requested to stop use of plastic or at least to reduce use of plastic. Use of plastic and thermocol in the canteen are not allowed.
b) Burning of plastic is strictly prohibited within the campus. The Nature Club, which was established on 24.12.2014, organised speeches to let everybody know the danger of such activities. They have organised seminar on Common Medicinal Plant on 02.01.2015, Arsenic Contamination on 14.01.2015, E-waste Management on 28.02.2015.
c) All stakeholders are requested to use both sides of paper. The office staff and teachers follow the practice.
d) Though the impact of electronic communication and networking on carbon emission is debated, office staff and teachers are encouraged to use LAN facility and e-communication.
e) The institution arranged one week 'pick the paper' programme that started on 17.01.2015. The microphone system was used to encourage the students and staff to act accordingly.
f) Trees are planted to make the campus more green. 'Save Tree, Save Institution' campaign was launched.

g) Students and staff are encouraged to save electricity.

The constraints are the borne culture of the stakeholders, non familiarity of some staff and teachers with e-communication etc.

5. **Evidence of Success**

There are some evidences of success

a) Visible reduction in use of plastics is seen.
b) Some students and a good number of teachers are seen to switch off electrical gadgets when not required.
c) The target of formation of Nature Club was achieved and a number of talks have been arranged by them.
d) The long term effect of 'Pick the Paper' programme is continuing.
e) The teachers associated with Nature Club, NSS, all students are the major human capital used. The institution used internal faculty and staff to deliver talks.

The results indicate that such programmes have positive effects but the effects attenuate if continuous efforts are not taken.

6. **Problems Encountered and Resources Required**

The problems encountered are already described as constraints. The programmes could not ensure wholehearted participation of all sections of students.

There are insufficient financial resources. Infrastructure present is inadequate and needs proper supplementation.

7. **Notes (Optional)**

Such programmes can be better implemented if cooperation from local panchayet, administrative authorities is sought. This may ensure participation of local community in such activities.

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Practice –II

1. Title of the Practice

  Seminar Presentation by Students

2. Goal
  The major aims of the practice followed by the institution are
  a) To improve the presentation capacity of students while presenting a particular topic in front of fellow students and teachers.
  b) To induce students to make referential reading on that particular topic.
  c) To encourage students to prepare a write-up on the particular topic.
  d) To make students aware about the mistakes they commit and propose improvements.
  e) To enable slow learners to grasp the topic in an easy digestible manner.

3. The Context
  This is observed that students could be better monitored in their academic activities if they present a topic in a seminar presentation form. Students often feel shaky to face audience and make mistakes. The programme was intended to motivate them to read, prepare write-up, get the write-up corrected, make mock presentation etc and thus make overall improvement.
  While introducing such activities, the major challenge was to ensure participation of mediocre or below average students. Only advanced students express eagerness to participate.

4. The Practice
  The major practices that the institution followed are
  a) A date for presentation of seminar is decided by the department.
  b) Some students are requested to select a topic and prepare.
  c) They are encouraged to make referential reading. Teachers suggest students what to read.
  d) Students first chronologically select the issues that are to be addressed and decide what weightage to be placed on them. This is further refined by the teachers.
  e) Students prepare a write-up and get it corrected from their respective teachers.
  f) Students present their talk in front of his/her classmates. The speaker face and respond to questions made by the students and teachers present in the seminar.
  g) In some departments teachers also deliver a talk on the particular day.
  h) To make the programme attractive, some departments offer prizes to best three speakers.
  The constraints are unwillingness by a good number of students to participate and interact in the question answering session.

5. Evidence of Success
  There are some evidences of success
  a) Almost all departments could arrange such programme.
  b) A number of advanced students across departments have delivered talks.
  c) Students went through referential reading and prepared a write-up before delivering the talk.
  d) Students make mock presentation with their friends or individually before the presentation.
  e) The interactive question answering session helps speakers to improve.
The results indicate that such programmes have positive effects but the effects will be more if a session of presentation can be organised after completion of each module.

6. **Problems Encountered and Resources Required**

   The problems encountered are already described as constraints. The programmes could not ensure wholehearted participation of slow learners.

   The financial resource required is limited. Each department have to make some expenditure for the prizes. The available infrastructures are used to carry out such programmes which need to be increased.

7. **Notes (Optional)**

   Nil

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