



The Annual Quality Assurance Report (AQAR) of the IQAC

Dinabandhu Mahavidyalaya, as a NAAC-accredited institution, submits herewith its annual self-reviewed progress report or Annual Quality Assurance Report (AQAR). The AQAR is being sent through the IQAC of Dinabandhu Mahavidyalaya. The report, as per the recommendations of the NAAC, details the tangible results achieved by Dinabandhu Mahavidyalaya in key areas, specifically stressed upon by the institutional IQAC at the beginning of the academic year. This AQAR, corresponding to the academic session stretching from July 1, 2014 to June 30, 2015, is also a detailed document of the results of the perspective plan worked out by the IQAC.

Part – A

1. Details of the Institution

1.1 Name of the Institution :

DINABANDHU MAHAVIDYALAYA

1.2. Address Line 1

P.O.: BONGAON, DIST: NORTH 24 PARGANAS

City / Town :

BONGAON

State :

WEST BENGAL



Pin

:

743235

Institution e-mail

info@dinabandhumahavidyalaya.org

Address Contact Nos.

Land: 03215-255044,

Mob: 09635753261

Name of the Head of the Institution:

Mr. Srikumar Mitra, Associate
Professor, Teacher-in-charge

Tel. No. with STD Code:

033—2542-1061

Mobile:

9433293420

Name of the IQAC Co-ordinator

Dr. Sharmila De

Mobile:

9748329535



IQAC e-mail address:

Nil

1.3. NAAC Track ID (For ex. MHCOGN 18879): ____None

1.4 Website address:

www.dinabandhumahavidyalaya.org

Web-link of the AQAR:

None

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 . Accreditation Details :

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1.	1 st Cycle	B		2004	2009
2.	2 nd Cycle				
3.	3 rd Cycle				
4.	4 th Cycle				

1.6. Date of Establishment of IQAC : DD/MM/YYYY

03/01/2005

1.7. AQAR for the year (for example 2010-11) :

2014-2015



1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*):

- i. AQAR(2004-05) : 29/08/2005
- ii. AQAR(2005-06): 30/08/2006
- iii. AQAR(2006-07): 13/8/2007
- iv. AQAR(2007-08):04/08/2008
- v. AQAR(2008-09): 02/06/2015
- vi. AQAR(2009-10):02/06/2015
- vii. AQAR(2010-11):29/5/2015
- viii. AQAR(2011-12):29/05/2015
- ix. AQAR(2012-13): 29/5/2015
- x. AQAR(2013-14): 29/5/2015

1.9. Institutional Status :

University	<input type="checkbox"/>	State	<input type="checkbox"/>	Central	<input type="checkbox"/>
Deemed	<input type="checkbox"/>	Private	<input checked="" type="checkbox"/>		
Affiliated College		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Constituent College		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Autonomous college of UGC		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>



Regulatory Agency approved Institution

(eg. AICTE, BCI, MCI, PCI, NCI)

Types 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

1.10 Type of Faculty/Programme

Arts Science Commerce Law

PEI (Phys Edu) TEI(Edn) Engineering

Health Science Management



Others(Specify) :

Distance Education under
i) Netaji Subhas Open University
ii) Kalyani University
iii) Rabindra Bharati University

1.11 Name of the Affiliating University (for the Colleges) :

West Bengal State University, Barasat

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

Autonomy by State/Central Govt./University

State

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

2014-15=7

2.2 No. of Administrative/Technical staff:

2014-2015=3

2.3 No. of students

0

2.4 No. of Management representatives

0

2.5 No. of Alumni

0

2.6. No. of any other stakeholder and community representatives

0

2.7 No. of Employers/ industrialists

0

2.8 No. of other External Experts

0

2.9 Total No. of members

2014-15=10

2.10 No. of IQAC meetings held:

**7 (date of meeting: 19.8.2014, 8.12.2014,
13.1.2015, 31.1.2015, 8.5.2015, 15.5.2015, 16.6.2015)**



2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni

Others/Guardians

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 Significant Activities and contributions made by IQAC : NA



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 actions adopted and achievements by the IQAC during 2014-2015

Plan of Action	Achievements
1.To implement the unfinished jobs according to the plan adopted in 2013-14.	1.Felicitation programme of the students obtaining 60% and above marks in University Exams has been organized.
3. Felicitation of students obtaining 60% and above marks in University Exams.	2. Work has already been started for the extension of the Botany laboratory and is expected to become operational from the next academic session of 2015-16.
4. Extension of the existing Botany laboratory is to be started immediately as the grant of Rs. 10,00,000/-, sanctioned by the West Bengal Government, on approval by the GB.	3. Annual academic calendar has been made.
5. Improvement of existing annual academic calendar has been proposed.	4.Necessary improvement, revision, and updating of the existing annual academic calendar have been done.



6. Expansions to be made in the college curriculum with the introduction of honours in Computer Science, while new disciplines like Physical Education and Sociology are to be introduced.

6. A room on the 2nd floor of the Administrative Building, earmarked for accommodation of guests, shall be thoroughly renovated for the purpose.

7. Vital sections of the college's office, e.g. cash collection and admission, shall be computerized to ensure that important official work is sped up and completed as early as possible.

8. A room to house the computer server shall be built.

9. An Examination Cell is to be constructed from where the essential official activities for the smooth conducting of University examinations shall be done.

5. The West Bengal State University team has visited the college and approved the introduction of honours in Computer Science as well as new disciplines like Physical Education and Sociology with effect from the academic session of 2015-16.

6. The room on the 2nd floor of the Administrative Building, earmarked for accommodation of guests, has been thoroughly renovated.

7. Vital sections of the college's office, e.g. cash collection and admission, have been thoroughly computerized.

8. The computer server room has been built.

** Attach the Academic Calendar of the year as Annexure.*



2.15 Whether the AQAR was placed in statutory body : Yes No

Management Syndicate Any other body

Provide the details of the action taken :



Part – B
Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the programme	Number of existing programme	Number of programmes added during the year	Number of self financing programmes	Number of value added/ career oriented programmes
PhD				
PG	01		01	
UG	17		01	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others	Kalyani University (PG-04) Rabindra Bharati University (PG-05) Netaji Subhas Open University (UG-04, PG-10, Certificate-01)			
Total				
Interdisciplinary	None			
Innovative	None			



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

Pattern	Number of programmes
Semester	01
Trimester	00
Annual	03

1.3. Feedback from stakeholders*
(On all aspects)

Alumni

Yes

Parents

Yes

Employers

0

Students

0

Mode of feedback : Online

Manual

Yes

Co-operating schools (for PEI)

0

***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.

NO

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	Assistant Professor	Associate Professor	Librarian	Professors	Others(PTT)	Reader/SGL
53	30	10	2	0	10	1

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

21

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

Asst. Professor		Associate Professor		Professors		Others(Librarian)		Total	
R	V	R	V	R	V	R	V	R	V
8	11					2		10	11

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

8(Guest)(UG)

26(Visiting
faculty((PG)

2.5. Faculty participation in conferences and symposia :

No. of Faculty	International level	National level	State level
Attended	2	6	3
Presented papers	2	6	3
Resource Persons	0	0	2



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

Routine up-gradation at regular intervals, use of smart classrooms, wall magazines published by the students of various departments under the supervision of the teachers, analysis of test results and counseling of students, remedial coaching and tutorial classes for weaker section of the students, felicitation of students acquiring more than 60 % marks. Information is provided to students through prospectus and notice board in strategic positions, thereby ensuring commitment and accountability. Different types of financial assistance are provided to the students by the college, State Govt., Central Govt. and other agencies. College provides support services to SC, ST, OBC, economically weaker, and physically disabled students and helps them to participate in various competitive examinations through the provision of coaching classes, skill development courses and college publications. Support is also given to slow learners. Support services are provided to students in NET, SET. The institution has a structured mechanism for career guidance and placement of the students in the form of Entry in Service scheme granted by UGC. The institution is sensitive to grievances and sexual harassment of students and devotes most sincere efforts to redress them through Women Cell. Women Cell is working for women empowerment, sensitization programme and awareness programme.



The Women's cell has been thoroughly reconstituted. Notices and drop boxes to receive complaints have been placed in the Principal's office. The students' union of the college is very active and extends their support to various academic and administrative bodies apart from considering the interest of the general students. Extension of Botany laboratory has been started and is expected to be complete before the commencement of the next academic session. 6000 e-journals and 97000 e-books can now be accessed online under the NLIST registration. 175 text books, 85 reference books, and 10 journals have been newly added to the existing books and journals in the library. Annual academic calendar has been prepared.

Seven seminars and one conference have been organized by the History Club and two seminars have been organized by the college.

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

146(open=239)

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop: **03**



2.10. Average percentage of attendance of students

75%

2.11. Course/ Programme wise distribution of pass percentage:

Title of the programme	Total no. of students appeared	Pass %	Division			
			I %	II %	III % (G+P)	Distinction %
B.A. Honours	294	87.07 %	2.04%	68.71%	16.33%	
B.A. General	1390	55.68 %				
B.Sc. Honours	49	73.47 %	12.24%	51.02%	10.20%	
B.Sc. General	40	55%				

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

Routine up-gradation at regular intervals, use of Smart classrooms, wall magazines published by the students of various Departments under the supervision of the teachers, analysis of test results and counseling of students, remedial coaching and tutorial classes for weaker section of the students, felicitation of students acquiring more than 60 % marks. Information is provided to students through website, prospectus, and notice board in strategic positions, thereby ensuring commitment and accountability. Supports are also given to slow learners. Support services are provided to students in NET, SET. Institution has a structured mechanism for career guidance and placement of students in the form of Entry in Service scheme granted by UGC.



The students' union of the college is very active and extends their support to various academic and administrative bodies apart from considering the interest of the general students. The NLIST registration has made it possible for teachers and students to access online 6000 e-journals and more than 97000 e-books. IQAC also monitors the preparation and publication of the Annual academic calendar and the college prospectus.

2.13. Initiatives undertaken towards faculty development :

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	2
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	



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	9	26		32
Technical Staff (Laboratory Attendant)	12	18		



Criterion – III

3. Research, Consultancy and Extension:

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

Teachers are provided facilities to attend seminars, symposiums, conferences and encouraged to pursue their research work under the scheme of MRP, FDP, Refresher and Orientation Programmes. Initiatives are taken to upgrade the laboratory facilities in order to conduct basic research activities and motivate students towards scientific enlightenment.

3.2. Details regarding Major Projects :

	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	Nil	2	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil



3.4. Details on research publications:

	International	National	Others/Regional
Peer Review Journals	6	3	1
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5. Details on impact factor of publications: **NA**

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2013-15	UGC	6,40,000/-	5,55,000/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (<i>other than compulsory by the University</i>)				
Any other(Specify)				
Total			6,40,000/-	5,55,000/-



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: Nil

3.11. a) No. of conferences/seminars organized by the Institution:

Level	International	National	State	University	College
Number					2
Sponsoring agencies					College-1 UGC-1



b) No. of conferences/seminars organized by the History Club:

Item	No.
Seminar	7
Conference	1

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

From Management of University/College

Totals



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 fellows of the institute in the year : NA

Total	International	National	State	University	Dist	College

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

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

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	<input type="text" value="200"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.22. No. of students Participated in NCC events:

University level	<input type="text"/>	State level	<input type="text" value="120"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="2"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text" value="1"/>
National level	<input type="text" value="4"/>	International level	<input type="text"/>



3.25. No. of Extension activities organized :

University forum College forum
NCC 5 NSS 8 Any other

3.26 Major activities during the year in the sphere of extension activities and institutional social responsibility:

Facilities like college website is upgraded regularly to provide updated information to the students, staff and teachers. Developmental activities of the college are announced through the website requesting quotations from reputed concerns. Online admission facilities are implemented for smooth and transparent accomplishment of the process. RTI Cell, Grievance Redressal Cell, and Women's Cell are fully operative to provide consultancy to the concerned person.

Governing Body meetings are held at regular intervals to discuss issues related to the development and improvement of the institutional activities. The resolutions are implemented at the earliest. Staff Co-operative Fund has been generated to provide emergency loan for the members in need.

Felicitation programme of the students obtaining 60% and above marks in University Exams has been organized. Extension of the Botany laboratory and the new Server Room is underway.



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	13.39 acres			
Class rooms	37			
Laboratories	8			
Seminar Halls	2			
No. of important equipments purchased(\geq 1-0 lakh) during the current year				
Value of the equipment purchased during the year (Rs. in Lakhs)			COLLEGE	0.05
Others(Ladies Hostel)			COLLEGE	18.25

4.2 Computerization of administration and library :

Yes



4.3. Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13,786	Not yet calculated	192	43712.00	13978	Not yet calculated
Reference Books	2595	Not yet calculated	95	81288.00	2690	Not yet calculated
e-Books	97000+ (under NLST programme)	5000.00 (cost for annual subscription)	97000+ (under NLST programme)	5700.00 (cost for annual subscription)	97000+ (under NLST programme)	5700.00 (cost for annual subscription)
Journals	42 issues	6740.00	10	1650.00(cost for annual subscription)	52 issues	8470.00
e-Journals	6000+ (under NLST programme)	5000.00 (cost for annual subscription)	6000+ (under NLST programme)	5700.00 (cost for annual subscription)	6000+ (under NLST programme)	5700.00 (cost for annual subscription)
Digital Database	4200 entries (under SOUL database) approx	--	8433 entries (under SOUL database) approx	--	12633 entries (under SOUL database) approx	--
CD & Video	09	Found from text Books	01	1000.00	10	1000.00 for one CD and others are found from text books)
Others (specify)	Nil	Nil	74	5000.00	74	5000.00



4.4 Technology up gradation (overall):

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	61	4	21	20		1	17	
Added	4	0	0	0		0	0	
Total	65	4	21	20		1	17	

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

Yes

4.6. Amount spent on maintenance in lakhs

i) ICT

0.38

ii) Campus Infrastructure and facilities

19.7

iii) Equipment

0.05

iv) Others

59.66

Total :

79.79



Criterion – V

5. Student Support and Progression

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

- Extension of Botany laboratory
- Seminars organized by the departments
- Remedial coaching, NET coaching.
- 50 new benches have been made and installed in various classrooms.

5.2 Efforts made by the institution for tracking the progression:

The attendance of the students is monitored regularly and students are duly intimated if they fall short of it. Guardians are also kept regularly aware of the attendance and progress of their wards through regular meetings. Tutorials and test examinations are conducted to assess the progress of the students. The faculty often meets to discuss the test results and their subsequent progress. The Students' Welfare Sub-Committee often meets to discuss the students' needs and requirements.



5.3 (a) Total Number of students:

UG	PG	Ph.D	Others
6664	66	0	0

(b) No. of students outside the state

0

(c) No. of international students

0

Men

No.	%
3662	54.95

Women

No.	%
3002	45.05

Last year						This year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2983	3042	62	1292	0	7379	2361	2734	61	1508	0	6664

(d) Demand ratio: 2766: 4835 Dropout % : 6

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

Regular classes under NET coaching, Coaching for Competitive Examinations have been taken by distinguished teachers.



No. of students beneficiaries

Net Coaching=31

Entry-in-service=17

5.5. No. of students qualified in these examinations:

NET

0

SET/SLET

0

GATE

0

CAT

0

IAS/IPS etc

State PSC

UPSC

Others

5.6. Details of student counselling and career guidance :

Students of the 3rd year ,PG and ex-students of the college are arranged for carrier oriented guidance.

No. of students benefitted

17

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
0	0	0	0



5.8 Details of gender sensitization programmes:

Seminar on “Violence on Women: How To Combat It”.

Speaker: Mr. M. M. Ghosh, Hon’ble District Judge (Retd.), 24 Parganas (North).

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. Scholarships and Financial Support:

	Number of students	Amount
Financial support from institution		0.00
Financial support from Government	SC=2045 ST=55 OBC=1211 Post Matric=187 Minority= 348 Kanyashree=180	3,93,100/- (Only Post Matric)
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11. Student organised / initiatives:

Fairs : State/ University level
National level International level

Exhibition : State/ University level
National level International level



5.12. No. of social initiatives undertaken by the students

12

5.13. Major grievances of students (if any) redressed-----No.----- .



Criterion – VI

6. Governance, Leadership and Management

6.1. State the Vision and Mission of the institution:

MISSION- To develop and empower students as future citizens through imparting education that fosters knowledge and skill, promotes values as honesty, truth, equality, courage and self-respect; moulds character through rigour and self-discipline and creates an open mind capable of assimilating the good and rejecting the bad. The commitment is to produce well trained, morally upright and socially committed citizens. To create an atmosphere perfectly conducive to learning and true enlightenment and to ensure quality in education.

VISION- The vision statement of Dinabandhu Mahavidyalaya is to materialize the view of Swami Vivekananda, 'Education is the manifestation of perfection already in man' into reality.

- Dissemination of knowledge for academic enrichment and personal growth.
- Inculcating egalitarian, non-parochial and pluralistic values in addition to the core operative values of society.
- Imparting education that balances academic excellence per se and training for employability.



6.2. Does the Institution has a management Information System : No

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

6.3.1. Curriculum Development :

Every department prepares their departmental academic calendar and every year they are revised and updated. Flexibility in choosing subject combinations is ensured. The college encourages the faculty members (member of Board of Studies) to participate in UG Board of Studies meeting. The faculty members are encouraged to attend workshops on curriculum restructuring and modification.

6.3.2. Teaching and Learning:

The teachers employ the best practices in teaching and learning along with engaging students actively amongst themselves as well as faculty members. Periodic assessments are made to evaluate their academic performances. The teachers also refer to the use of modern tools such as computer and other electronic media. Other techniques employed to enhance teaching-learning includes up-gradation of library, giving impetus to class presentations, wall magazines, group discussions, debates, special lectures and field visits. Teachers are provided opportunities to attend Refresher/Orientation Programmes. The college has an Academic in-charge who looks after and ensures that the academic activities are conducted with regularity and smoothly.



6.3.3. Examination and Evaluation:

The college conducts regular test examinations to monitor the progress of students. Students are evaluated regularly for university examinations. The students are assessed for their comprehensive ability through class tutorials. Faculty members meet regularly to assess students' performance. Continuous internal assessment for lab-based subjects in Practical papers. IQAC makes sure that Test results are published on time and results of Honours subjects are analyzed by the departmental teachers.

6.3.4. Research and Development :

Principal investigators of the Research Projects are provided adequate autonomy in conducting research work. The teachers are encouraged to take up Major and Minor Research Projects. At various points of time members from different faculties are encouraged to for Faculty Development Programmes. A Research Cell is functional which guides and encourages the faculty members to apply for financial grant to different agencies like UGC, DST etc. Teachers are encouraged to participate in relevant seminars and workshops. Students are also motivated to take up research projects under the guidance of their departmental teachers. Two of the teachers have submitted their Ph.D. thesis, namely Mrs. Bittoo Rani of Political Science (under the FDP Programme of UGC) and Mr. Zenith Roy of English.



6.3.5. Library, ICT and physical infrastructure / instrumentation :

The college utilizes the grants of UGC, State Government Grants and College Funds for library up-gradation, purchase of books for central as well as departmental libraries. The central library now has 13978 text books, 2690 reference books, 52 issues of journals, 74 Braille books, 10 CDs and videos. The college also provides funds for purchasing and maintaining laboratory equipment and other items required for departmental needs. Earnest efforts are made to provide ICT facilities; computerization of library has been achieved. Steps are taken to ensure regular maintenance of other physical infrastructures.

6.3.6 Human Resource Management :

Different committees have been formed with both teaching and non-teaching faculties as committee members to assist in the day to day administration of the college. The records of the staff are maintained including salary, PF, Leave etc. Staff up-gradation is achieved through Refresher Courses and Orientation programmes, Faculty Development Programmes, seminars and workshops.



6.3.7 Faculty and Staff recruitment :

Eight full-time teachers have been recruited in different departments and two full-time librarians have been recruited.

6.3.8 Industry Interaction / Collaboration :

NA

6.3.9 Admission of Students:

Students were admitted into various courses strictly on the basis of merit. Admission to general and reserved categories was made strictly on the basis of merit. Notification of Admission procedure, online form distribution, publication of merit list and all the important information regarding admission procedure have been notified through our Website. Merit list with strict adherence to Government/University norms. Success was achieved in implementing partial online admission procedure.

6.4 Welfare schemes for:

Teaching	Co-operative, Group Insurance
Non-teaching	Co-operative Group Insurance
Students	Health Home



6.5 Total corpus fund generated(as on 31.3.2014) : 76.85 lakh

Whether annual financial audit has been done : Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	No		No	

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

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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

Not Applicable

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 :

Yes



6.12. Activities and support from the Parent – Teacher Association:

Yes

6.13 Development programmes for support staff :

No

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

Initiatives were taken for proper disposal of waste materials and for this dustbins were installed at different prominent points within the campus. The college NSS units played an important role in this respect. They immensely contributed in maintaining the cleanliness of the college surroundings. The college has installed solar light system and smoke-free generator, while an orchard has been developed at the back of the college campus, flower gardens are maintained both in front of the administrative building and inside the old building 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.

1. NLIST registrations were done which would provide online access to 6000 e-journals and 97000 e- books.
2. Felicitation programme of the students obtaining 60% and above marks in University Exams has been organized.
3. The college has taken initiative for the introduction of Honours in Computer Science as well as other new disciplines, namely General courses in Physical Education and Sociology with effect from the forthcoming academic session.

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

1. Felicitation programme of the students obtaining 60% and above marks in University Exams has been organized.
2. The extension of the Botany laboratory is underway and it is expected to become operational from the next academic session.
3. The server room for housing the college Computer has been built.
4. NLIST registrations were done and online access to 6000 e-journals and 97000 e- books has been established.



5. The Annual academic calendar has been prepared.
6. Felicitation programme of the students obtaining 60% and above marks in University Exams has been organized.
7. Vital sections of the college's office, e.g. cash collection and admission, have been thoroughly computerized.

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

1. Felicitation programme of the students obtaining 60% and above marks in University Exams has been organized .
2. Annual academic calendar has been prepared.

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection:

1. Solar lights were installed in place of electrical lights.
2. A green-belt initiative was undertaken with the aim to make the premises healthy and pollution-free, making the college surroundings a better place to breathe in.
3. Driven by the awareness of the extremely fatal impact of active as well as passive smoking, the college was declared a smoke-free zone, making smoking a severely punishable offence in the premises of the college.



7.5 Whether environmental audit was conducted?

Yes

No

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

SWOT: Yes

8. Plans of institution for next year:

1. Re-launching of the existing website of the college with the necessary additions and modifications.
2. Renovation of the existing Boys' Hostel of the college.
3. A Badminton and Volleyball court to be built.
4. Establishment of a garden with Chinese grass.
5. Concretization of internal passages.
6. Installation of computers in the office and the library.
7. Two ramps to be built.
8. Construction of Ladies toilet .

Dr. Sujit Kumar Kar

Name-----

Signature of the Coordinator, IQAC

Dr. Biswajit Ghosh(Principal)

Name-----

Signature of the Chairperson, IQAC



Feedback from the Guardian's for the year(2014-15):

1. The number and size of classroom should be increased due to 10 % increment of intake capacity.
2. A health centre should be established within the college campus with provision for an ambulance for emergency along with a medical officer and at least two nurses for assistance. This initiative should be taken by the college authority on priority basis.
3. To increase the number of toilets(boys and girls).
4. There should be internet access facility for students.
5. There should be appropriate number of smart classrooms .
6. Up-gradation of college laboratories.
7. College should enhance its tutorial classes.

Feedback from the Alumni association for the year(2014-15):

1. Students of the college should be properly trained for different competitive examinations.
2. Tutorial classes should be reorganised in more effective way.
3. Class test should be taken within regular interval.
4. There should be a primary health care unit in the premises of the college.
5. Sanitation system should be improved in order to maintain better hygiene.
6. There should be more focus on improving student–teacher relationship.