

# **Annual Quality Assurance Report (AQAR)**

**For the session: 2014-2015**

**Submitted by**

**Internal Quality Assurance Cell (IQAC)**

**Mahishadal Girls' College**

**Mahishadal, Rangibasan, Purba Medinipur**

**West Bengal**



**Submitted to**

**National Assessment and Accreditation Council (NAAC)**

**Bengaluru**

## **The Annual Quality Assurance Report (AQAR) of the IQAC**

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### **Part – A**

#### **I. Details of the Institution**

1.1 Name of the Institution

MAHISHADAL GIRLS' COLLEGE

1.2 Address Line 1

Rangibasan, P.O. & P.S. : Mahishadal

Address Line 2

Dist: Purba Medinipur

City/Town

Mahishadal

State

West Bengal

Pin Code

721628

Institution e-mail address

mgc\_104@yahoo.co.in

Contact Nos.

03224 240520

Name of the Head of the Institution:

Dr. Utpal Kumar Utthasani  
Principal and Secretary

Tel. No. with STD Code:

03224-240520

Mobile:

09434063854

Name of the IQAC Co-ordinator:

Dr. Debasis Mahapatra

Mobile:

+91- 9932090915

IQAC e-mail address:

[iqacugcmgc@gmail.com](mailto:iqacugcmgc@gmail.com)

1.3 NAAC Track ID (For ex. MHCOGN 18879)

14567

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/38/157 Dated 02/02/2006

1.5 Website address:

<http://mahishadalgirlscollegewb.in>

Web-link of the AQAR:

<http://mahishadalgirlscollegewb.in/new-web/pdf/aqarssr/AQAR-14-15.pdf>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	71.95	2006	2011
2	2 <sup>nd</sup> Cycle	NA	NA	NA	NA
3	3 <sup>rd</sup> Cycle	NA	NA	NA	NA
4	4 <sup>th</sup> Cycle	NA	NA	NA	NA

1.7 Date of Establishment of IQAC :

04/12/2004 (As per G.B. Resolution)

1.8 AQAR for the year (for example 2013-14)

2014-15

1.9 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 : 2013-14 12/12/2018 (DD/MM/YYYY)
- ii. AQAR : 2014-15 14/12/2018 (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (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

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

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)

NA

1.12 Name of the Affiliating University (for the Colleges)

Vidyasagar University

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

Autonomy by State/Central Govt. / University	NA		
University with Potential for Excellence	NA	UGC-CPE	NA
DST Star Scheme	NA	UGC-CE	NA
UGC-Special Assistance Programme	NA	DST-FIST	NA
UGC-Innovative PG programmes	NA	Any other ( <i>Specify</i> )	NA
UGC-COP Programmes	NA		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	08
2.2 No. of Administrative/Technical staff	03
2.3 No. of students	01
2.4 No. of Management representatives	01
2.5 No. of Alumni	01
2.6 No. of any other stakeholder and Community representatives	01
2.7 No. of Employers/ Industrialists	01
2.8 No. of other External Experts	00
2.9 Total No. of members	16
2.10 No. of IQAC meetings held: 07	
2.11 No. of meetings with various stakeholders:	No. 01 Faculty 03

Non-Teaching Staff Students  Alumni  Others

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

- Formation of various subcommittees to ensure fruitful implementation of different activities.
- Establishment of Indoor shooting range
- Extension of the canteen facilities with separate seating arrangement for students and staffs with safe drinking water facilities.
- Extension of the internet facility
- Decision for career advancement scheme(CAS) for teachers

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
Proposal for infrastructural development	Extension and modernisation of laboratories Computer laboratory have been renovated Department science laboratories have been well equipped

Environmental awareness program	Environmental awareness program through NCC and NSS
Parents teacher meeting	Parents teacher meeting have been arranged in every department

*\* 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

The governing body approved all the recommendation made by IQAC

## Part – B

### Criterion – I

#### I. 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	NA	NA	NA	NA
PG	NA	NA	NA	NA
UG	20	NA	NA	NA
PG Diploma	NA	NA	NA	NA
Advanced Diploma	NA	NA	NA	NA
Diploma	1	NA	1	NA
Certificate	3	2	3	NA
Others	NA	NA	NA	NA
<b>Total</b>	24	2	4	NA
Interdisciplinary	NA	NA	NA	NA
Innovative	NA	NA	NA	NA

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	04
Trimester	NA
Annual	20

1.3 Feedback from stakeholders\* Alumni  Yes Parents  Yes Employers  Yes Students  Yes  
*(On all aspects)*

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.

Revision of U.G. syllabus of Geography, Anthropology and other departments.
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1.5 Any new Department/Centre introduced during the year. If yes, give details.

Travel and Tourism Management (TTM), Food Processing.

### *Annexure- 1.3*

#### **Analysis of the feedback :**

The college achieves the challenge by incorporating meetings and gets together through various permanent and temporary bodies of the institution at certain frequencies. From the management to every staff member at various levels along with its public actively engaged themselves to collect feedbacks from one another, also informing the latest developments in their arena. The feedbacks and the gathered information are then passed along through certain pipeline, ultimately reaching the highest concerned division. On regular basis the feedback is collected from various stakeholders like present students, alumni, parents and employers.

The college holds regular meetings with its college staff. The minutes of previous meetings are presented and measures are taken to advance the fluidity and functionality of the administration. These meetings also discuss the feedbacks obtained from various strata of the college and decide upon future strategies. Discussions are held where the Principal presides and the members discuss teaching-learning challenges, co-curricular activities, new updates, upcoming seminars and conferences, improvement and upholding of college environment, infrastructure and a holistic approach to ameliorate the college body. These meetings concern themselves with preventive measures against negative feedbacks. Upcoming exam schedules, attendance issues, planning of various activities, guidelines for various departmental teachers and students, among other issues, are often important topics discussed.

Teachers from each department conduct Parents' Teacher Meetings (PTM) frequently where parents also give their valuable suggestions to the departmental development. The alumni associations offer an interactive platform where the ex-students exchange ideas and information.

The Staff Council meetings and Governing Body meetings are often organised, to plan and address significant, concerned issues. These meetings ensure the routine functioning of the college.

## Criterion – II

### 2. Teaching, Learning and Evaluation 2014 - 2015

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
21	17	02	00	02

2.2 No. of permanent faculty with Ph.D.

06

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
02	01	00	00	00	00	00	00	02	01

2.4 No. of Guest and Visiting faculty and Temporary faculty

26      03      34

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	11	04
Presented papers	02	04	01
Resource Persons	00	00	00

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

- Teaching learning materials,
- Holding special classes for backward students,
- Weekly remedial classes,
- Academic group discussion among the students,
- Student Feedback at regular interval,
- Monitoring the backward students.

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

216

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

NA

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

03      03      04

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

81 %

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A	339	NA	11.80	66.67	14.45	92.92
B.Sc	43	NA	39.53	39.53	16.28	95.34

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

IQAC contributed towards the following activities:

- For better teaching & learning process IQAC always aims at holding both internal & external examination on regular basis,
- Preparing smart and effective class routine keeping in mind the students overall progress,
- Maintaining students feedback system,
- Arranging seminar, workshop, exhibition, educational tour and fieldwork at regular intervals.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	00
Others	00

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	08	04	00	07
Technical Staff	04	00	00	00

## Criterion – III

### 3. Research, Consultancy and Extension

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

IQAC of the college constantly promotes and undertakes different research oriented activities, in favour of faculties' academic growth and development .It encourages teachers to public research based activities in different Journals. IQAC constantly inspires teachers to undertake both minor and major research projects.

#### 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	Nil	05	Nil
Outlay in Rs. Lakhs	Nil	Nil	1,265,000/-	Nil

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	09	03	Nil
Non-Peer Review Journals	Nil	Nil	6
e-Journals	04	Nil	Nil
Conference proceedings	01	03	Nil

#### 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 organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	Nil	Nil	Nil	Nil

Minor Projects	Nil	Nil	Nil	Nil
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 <i>(other than compulsory by the University)</i>	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	Nil

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 conferences  
organized by the Institution

Level	International	National	State	University	College
Number	Nil	Nil	Nil	Nil	Nil
Sponsoring agencies	Nil	Nil	Nil	Nil	Nil

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

Total

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
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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

Nil

Nil

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

03

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

JRF

Nil

SRF

Nil

Project Fellows

Nil

Any other

Nil

3.21 No. of students Participated in NSS events:

University level

02

State level

03

National level

Nil

International level

Nil

3.22 No. of students participated in NCC events:

University level

Nil

State level

02

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	01		
NCC	Nil	NSS	03	Any other	Nil

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

- D) Four NSS and one NCC units have been established on the college campus .The students of these units perform the following activities:
- A) Awareness programme taken on against dowry &smoking ,alcoholism ,consumer behaviour.
- B) Seven days fully residential NSS winter recess camp.
- C) Training of home nursing to the village women.
- D) College campus cleaning.
- E) Sathish Samanta halt cleaning.
- F) College class room & football ground cleaning.
- G) Gardening in the college premises.
- H) Cultivation of medicinal plants.
- I) Thalasemia detection and counselling.
- J) Dept.of Physical education free training on Kabadi, Kho-kho and Karate.

## 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	7.0 acres	-	-	7.0 acres
Class rooms	33	01	College Fund	34
Laboratories	03	-	-	03
Seminar Halls	01	-	-	01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	03	01	State Govt. and College Fund	04
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs.7,11,395	Rs.6,31,126	-	Rs.13,42,521
Others	-	-	-	-

#### 4.2 Computerization of administration and library

1. Library partially computerised (up-to-date database in SOUL 1.0 software created, OPAC searching facility provided to users).
2. Admission fully computerised.
3. Cash section fully computerised.
4. Accounts section partly computerised.
5. Administrative activities partly computerised.



#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	9265	-	175	Rs. 49,907	9440	-
Reference Books	8318	-	208	Rs. 71,844	8526	-
e-Books	-	-	-	-	-	-
Journals	13	Rs. 8,800	-	Rs. 10,300	13	-
e-Journals	e-journals subscribed under the INFLIB NET-NLIST programme.	Rs. 5,000 for the total package of e-books and e-journals.	Subscription of NLIST continued.	Rs. 5,000	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	<ol style="list-style-type: none"> <li>1. E-books and e-journals subscribed under the N-List Programmes (Value Rs. 5,000 )</li> <li>2. 16 manuscripts collected and preserved.</li> <li>3. 07 magazines , 02 News papers ( Value Rs.13,473)</li> <li>4. Internet searching facility.</li> <li>5. OPAC searching facility.</li> </ol>					

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	25	01	10	03	06	04	12	-
Added	-	-	-	-	-	-	-	-
Total	25	01	10	03	06	04	12	-

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

1. Computer and Internet access to students and teachers
2. Computer and Internet access in office
3. Training of students and teachers regarding the use of library software for searching OPAC.
4. Training of teachers and students for use of NLIST resources.
5. Training of students regarding the use of internet.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 60,531
ii) Campus Infrastructure and facilities	Rs. 7,72,581
iii) Equipments	Nil
iv) Others	Nil
<b>Total :</b>	Rs.8,33,112

## Criterion – V

### 5. Student Support and Progression

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

IQAC has arranged multiple support services for the students. The college common room is very well equipped and also has some recreational facilities. We also have Xerox Centre, Medical Unit, Canteen, Shooting range for NCC cadets which are beneficial for the students. Apart from these facilities the college has formed both private counselling cell and career counselling cell to assist the students with necessary suggestion and information.

The college has just started five separate sections that are:

- Training for entry in service, rural area development.
- Career and counselling.
- Day care centre.
- Remedial coaching.
- Self-empowerment workshops

#### 5.2 Efforts made by the institution for tracking the progression

Extensive evaluation system has been development to track the progress of the students. Unit tests and Internal Assessments are done on a regular basis. Efforts are being made to track the progression as well as the university results of the students in Part I, Part II and Part III exam, through academic committee meeting in different departments. This system has been supplemented by discussions within TC meeting as well.

Every year efforts were taken to analyse and re-assess the feedback reports within departments.

To empower the girl students, members of IQAC in association with the institute formed women cell. The cell identifies various problems both within campus and outside campus and also raise suitable solution of the said problem.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1429	0	0	0

#### (b) No. of students outside the state

0

(c) No. of international students

Men	No	%	Women	No	%
	0	0		1429	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1303	143	5	72	2	1525	1165	203	13	48	0	1429

Demand ratio 1:1.51 Dropout 08.13%

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

- Communicative English
- Career counselling cell

No. of students beneficiaries

#### 5.5 No. of students qualified in these examinations

NET	<input type="text" value="1"/>	SET/SLET	<input type="text" value="1"/>	GATE	<input type="text" value="0"/>	CAT	<input type="text" value="0"/>
IAS/IPS etc	<input type="text" value="0"/>	State PSC	<input type="text" value="0"/>	UPSC	<input type="text" value="0"/>	Others	<input type="text" value="19"/>

#### 5.6 Details of student counselling and career guidance

We have formed a career counselling cell with the financial assistance from UGC. This cell provides our students relevant information and professional guidance about the prospects of different types of courses. Hopefully, this helps them to face the complex and globalised job market in a better way.

No. of students benefitted

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

### 5.8 Details of gender sensitization programmes

No such program has been initiated yet, but hopefully it will be organized in near future.

### 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 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	110	25,696
Financial support from government	56	2,96,700
Financial support from other sources	03	10,800
Number of students who received International/ National recognitions	00	00

### 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

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

The vision of this institution is to render our college into a centre of quality learning and our mission is to shape our students into smart, responsible and sincere citizens by imparting both material and moral education. Considering the changing scenario and the growing needs of the day, we are also very keen to introduce different types of traditional and non-traditional courses, different job oriented courses and vocational training in our institution to ensure their future and make them free from poverty, unemployment and social injustice. We have also our dream to save our students from any kind of material and moral degradation through both moral and ethical education. There have been great deals of probability of prosperity of our institution because it holds all shorts of necessary potency for rendering itself into a leading academic institution and a centre of quality learning.

#### **VISION**

- To Make Mahishadal Girls' College a Centre of Quality Learning.

#### **MISSION**

- To impart higher education among the women folk of the locality.
- To provide traditional, modern and vocational education for the women masses.
- To make our students self-sufficient and self-reliant.
- To enhance women status and stature.
- To create smart, sincere and responsible women citizen.
- To emancipate women from all social evils and injustice.
- To serve the locality by inculcating general awareness.

#### 6.2 Does the Institution has a management Information System

Yes

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

##### 6.3.1 Curriculum Development

- Governing Body of the college takes decisions in any curriculum aspect.
- The quality policy is monitored and reviewed by the Principal and Teachers' council on the basis of Students' performance in internal assessment, annual results and success in various competitive examinations.

##### 6.3.2 Teaching and Learning

- Allotment of sufficient class rooms and laboratories.
- Organising Tutorial classes for slow learners.
- Emphasised on project work, field work etc.
- Offering facilities to use modern technology.

### 6.3.3 Examination and Evaluation

- Practical and Final Examination were conducted as per Vidyasagar University guidelines.
- Internal examinations are conducted as per university norms and are strictly monitored at the departmental level.

### 6.3.4 Research and Development

- Supplying computer with internet facilities for research work.
- A research journal named ' **Focus**' (ISSN 2231 – 1408) is published every year in which teachers publish their articles.
- Build up infrastructure for research work.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- The college has a library sub-committee for monitoring the activities of the library.
- The library uses various ICT tools, photocopier, printer etc. to help students. The library also has internet connection.
- Computerization of library is initiated with SOUL 2.0 software supplied by INFLIBNET.

### 6.3.6 Human Resource Management

- Governing Body
- Different Sub-committees approved by G.B.
- Teachers' council
- Students, Teachers and non-teaching staff forming different executive bodies

### 6.3.7 Faculty and Staff recruitment

- All efforts are made to fill up the vacant posts and requisitions are sent to CSC and Higher Education Department.
- Guest Faculties are recruited time to time considering the Departmental requirements.
- Temporary staff members are recruited in office, laboratories and in the hostel as per requirements..

### 6.3.8 Industry Interaction / Collaboration

- Industry Interaction or collaboration is not done during the year.



### 6.3.9 Admission of Students

- Rules and Regulations for admission as laid by the affiliating University and State Government have strictly been followed by the College.
- The entire admission procedure has been conducted through computer with the help of very user friendly software developed by our own institution.
- The college announces its admission process in the College website.
- Prospectus was published with detailed information on various courses and combinations offered along with the fees structure and facilities for the students available. Strict observance of Govt. rules for reserved categories is maintained properly.

### 6.4 Welfare schemes for

Teaching	Employees Credit Co- operative Society, Group Insurance Schemes.
Non teaching	Employees Credit Co- operative Society, Group Insurance Schemes.
Students	Fees concession for needy students and meritorious students, Merit cum Means Scholarship Grant from Govt., Minorities Scholarship Grant from West Bengal Minorities Development & Finance Corporation, Scholarship Grant from Sitaram Jindal Foundation etc.

### 6.5 Total corpus fund generated

Rs.1,00,000.00

### 6.6 Whether annual financial audit has been done

Yes

3

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University	Yes	Academic Sub- Committee
Administrative	Yes	University	Yes	IQAC

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

For UG Programmes

Yes

No

 3

For PG Programmes

Yes

No

 3

### 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?

Not Applicable

#### 6.11 Activities and support from the Alumni Association

- The Alumni Association of this college actively participates in blood donation camps organised by the NSS Units & Students' Union.
- They organize different cultural activities and an annual athletic meet.
- They organize regular meetings and felicitate renowned personalities.
- They provide feedback and suggestions on various aspects.
- They are engaged in the developmental works of the college.

#### 6.12 Activities and support from the Parent – Teacher Association

- Parent –teachers meeting held annually at the beginning of the academic session.
- Parents of new students are invited to attend the Introduction Class, Freshers' Welcome and Saraswati Puja Festival

#### 6.13 Development programmes for support staff

- Periodical and Annual meeting of all support Staff .
- Instructions and updating meetings.
- To continue further study.
- President of the Governing Body meets and appraises the Support Staff.

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

- Plantation Programme was done by the NSS Units in the college premises and the adopted villages.
- NSS Units of the college regularly undertook programmes to clean the campus.
- Initiatives were taken to make the campus a plastic free & smoking free zone.

## 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.

- Formation of Environmental Cell under NSS, 2014
- Facility of INFLIBNET –NLIST for different users, 2014
- Women Study Centre, 2014

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

- We have purchased Books and Equipments for Central Library.
- We have completed the computerisation system in Library

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

#### **BEST PRACTICES:**

Inclusion of Research activities in the college.

#### **Objectives Of the Practice:**

The college has the responsibility to encourage all teaches to conduct different types of research. So for pursuing their research the college provide them a research ambience ,necessary library ,laboratory etc . Teachers are also encouraged to particitpate different national and international seminars , conferences and to apply for different research projects,both major and minor from reputed national funding agencies. The faculty members also publish their research works and writings regularly in various National And International journals both.

The practice:

- The following are the major practices related to the research activities in the college:
- To inculcate research culture among the teaching faculty members of the college.
- To develop research skills and positive attitude among the students.
- To encourage the faculty members to publish their research articles in the journals of national and international repute.
- To organize seminars and workshops relating to modern trends of multidisciplinary research.
- To encourage to faculty members to submit minor and major research proposals to different funding agencies viz. UGC etc.
- To develop the scientific temper among teachers and students.
- Evidence of Success:
- In XII plan Prof. Angshumita Chakraborty, Department of Geography;
- Dr. Aniruddha Biswas, Department of Bengali; Dr. Srikrishna Mondal
- Department of Anthropology;
- Dr. Debaprasad Sahu, Department of Physical Education and
- Dr. Madhab Mondal, Department of Mathematics received grant of Minor Research Project from UGC during the year 2014-2015.

Total number of research articles published in journals (national and international) and books: 32

**2. Title of the practice:** Different types of literacy programmes , cleanliness programmes and training programmes was performed by the NSS students among local villagers

**Objectives:**

These types of activity was performed through out the year to irradiate the mass illiteracy from the local villagers as well as empowered the womens by the training courses. Various types of cleanliness programmes was done by the students to make the local area clean and healthy.

**Practices:**

These practices were performed by our NSS units among the following villages:

Title of the activities	Organizing unit/agency/collaborative agency	Number of teachers	Number of students
Irradication of mass illiteracy in Purba Sreerampur village	NSS Unit I+II+III+IV	4	170
Cleaning of Mahishadal Geokhali road from Satish Samata halt station to college	NSS Unit I+II+III+IV	4	186
Training on gahana bori preparation	NSS Unit I+II+III+IV	4	182

**4. Different types of outreach programmes and awareness programmes among local villagers**

These practices were performed by our NSS units among the following villages:

- Rangibasan
- Gazipur
- Purba serampur
- Naikundi
- Environmental awareness programme, tree plantation, outreach programmes were performed.

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

7.4 Contribution to environmental awareness / protection

Initiative taken for installation of CFL lights.  
Tree Plantation programme by NSS are undertaken to ensure a green campus.  
Particular efforts are expended to ensure carbon neutrality by taking steps such as making the campus a “No Smoking Zone”.  
Hazardous Waste Management is also on our agenda as well as we plan to introduce chemical treatment to render any toxic waste harmless.

- E-waste management is also on our agenda.

7.5 Whether environmental audit was conducted?    Yes     No

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

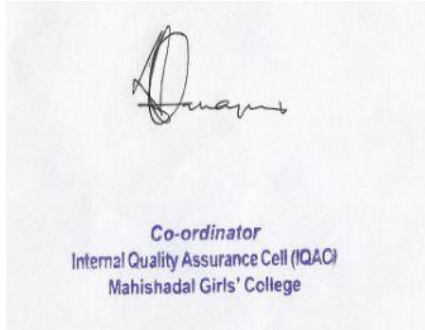
Nil

**8. Plans of institution for next year**

- Extension of academic buildings
- Renovation of hostel building
- Upgradation of science laboratories
- Beautification of college campus

Name Dr. Debasis Mahapatra

Name Dr. Utpal Kumar Utthashani



\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

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*Signature of the Chairperson, IQAC*

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