

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

**For the session: 2016-2017**

**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, 2016 to June 30, 2017)

### **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: PurbaMedinipur

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.DebasisMahapatra

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-16-17.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)

2016-17

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: 2015-16 17/12/2018(DD/MM/YYYY)
- iv. AQAR: 2016-17 19/12/2018(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(PhysEdu)

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

NA

UGC-Special Assistance Programme DST-FIST

NA

NA

UGC-Innovative PG programmes

NA

Any other (*Specify*)

NA

UGC-COP Programmes

NA

## **2.IQACComposition and Activities**

2.1No. of Teachers

08

2.2No. of Administrative/Technical staff

03

2.3No. of students

01

2.4No. of Management representatives

01

2.5No. of Alumni

01

2. 6 No. of any other stakeholder and

01

Community representatives

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

00

2.9 Total No. of members

16

2.10No. of IQAC meetings held:

07

2.11 No. of meetings with various stakeholders:

01

Faculty

03

---

Revised Guidelines of IQAC and submission of AQAR

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

1. Implementation of CBCS in the college .
2. Enhancement of Research ability to the faculty members of the college .
3. Quality Enhancement regarding Promotion of the Faculty members of the college .
4. Quality Enhancement through Spoken English of the Students of the college .

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
To undertake initiatives of up gradation of academic quality during this session.	Performance of the students in various internal assessment tests, as well as the final result have been improved to a great extent.
Encouraging the faculty members to get involved in active research work	Some teachers are awarded Ph.D in different disciplines
To develop the Science Laboratories, up-gradation of class rooms, construction of new building and sport infrastructure of the college.	Renovation and new construction of building in the college Purchases of laboratory equipments in the dept. of Chemistry, Physics, Nutrition. Soil and sand filling in the playground. Renovation of existing class rooms under the proper guidance of IQAC.
Submitted 01 proposal for National Seminar to ICSSR	Organise the ICSSR sponsored National on “Present Foreign Policy : From the Prism of South Asia” held on 21-22 November, 2017.

\* 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

Management appreciated the IQAC body. They approved all the decision of IQAC. The management also suggested to develop all the rest class rooms equipped with LCD projector, Internet connection and other audio visual aids. They also suggested to apply for more job oriented courses so that maximum students of this institution may get employment.

## 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	1	NA	1	NA
UG	23	2	NA	NA
PG Diploma	NA	NA	NA	NA
Advanced Diploma	NA	NA	NA	NA
Diploma	1	NA	1	NA
Certificate	3	NA	3	NA
Others	NA	NA	NA	NA
<b>Total</b>	28	2	5	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	05
Trimester	NA
Annual	23

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.

NA

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

National Service Scheme (NSS)

Defence Studies

### *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 collects from various stakeholders like present students, alumni, parents and employers.

The college arranges regular meetings amongst its various faculty members. 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 feedback obtained at various levels 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, and upcoming seminars and conferences.

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 of every department conduct Parents' Teacher Meeting (PTM) on a regular basis where parents also gave their valuable suggestions to the departmental development,

The Staff Council meetings and Governing Body meetings are frequently organised, to discuss advancement and future strategies. These meetings ensure the routine functioning of the college.

## Criterion – II

### 2. Teaching, Learning and Evaluation 2016 - 2017

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	32	28	02	00	02

2.2 No. of permanent faculty with Ph.D. 10

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
	13	01	00	00	00	00	00	00	13	01

2.4 No. of Guest and Visiting faculty and Temporary faculty 26 08 34

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	05	08	03
Presented papers	04	14	02
Resource Persons	00	00	00

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

- Student Feedback System,
- Audio-Visual System by Overhead Projector & 3D Model.
- E.Teaching, Whatsapp group teaching.
- Smart class room

2.7 Total No. of actual teaching days during this academic year 207

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 as member of Board of Study/Faculty/Curriculum Development workshop 04 04 04

2.10 Average percentage of attendance of students

85%

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	269	NA	12.64	71.00	9.66	93.30
B.Sc	71	NA	32.39	56.34	8.45	97.18

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

IQAC contributed towards the following activities:

- To introduce internal & external examination on regular basis,
- Preparing smart and effective class routine,
- Maintaining students feedback system,
- To conduct students seminar, college level seminar by eminent resource person, Educational tour and fieldwork on regular basis.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
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	07	03	01	00
Technical Staff	05	00	00	00

## Criterion – III

### 3. Research, Consultancy and Extension

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

A highly active and helpful IQAC resulted in considerable increase in Research rate in the college. Faculty are constantly encouraged to participate in different Seminar & Conference. The college from time to time organised different National & International level Seminar & Conference, which enriched the Teachers as well as students of not only this college but other adjoining college as well.

#### 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	01	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	08	01	Nil
Non-Peer Review Journals	04	05	Nil
e-Journals	04	Nil	01
Conference proceedings	01	04	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

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)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
 National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
 National level  International level

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	01	NSS	04	Any other	Nil

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

- Four NSS and one NCC units have been established on the college campus .The students of these units perform the following activities:
- Awareness programme taken on against dowry &smoking ,alcoholism ,consumer behaviour.
- Seven days fully residential NSS winter recess camp.
- Nutritional status assessment of the villagers through B.M.I. analysis .
- Rangibasan village cleaning.
- Sathish Samanta halt cleaning.
- Bhagabati Chhatri Nivas girls' hostel campus cleaning.
- Gardening in the college premises.
- Cultivation of medicinal plants.
- Thalasemia detection and counselling.
- 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	7.00 acres	0.76 acres	College Fund	7.76 acres	
Class rooms	35	-	-	35	
Laboratories	03	-	-	03	
Seminar Halls	01	-	-	01	
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	04	01	State Govt.	05	
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs.20,23,690	Rs.5,80,879	UGC + State Govt.	Rs.26,04,569	
Others	Staff Hostel	-	01	UGC	01
	Extension of women hostel	-	-	UGC	-

#### 4.2 Computerization of administration and library

1. Library partially computerised (Up to date book and member database created in SOUL 2.0. OPAC searching facility provided to users.)
2. Online admission procedure started.
3. Admission fully computerised.
4. Cash section fully computerised.
5. Account section partly computerised.
6. Administrative activities partly computerised.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	9495	-	348	Rs.1,48,525	9843	-
Reference Books	8588	-	392	Rs.1,77,542	8980	-
e-Books	-	-	-	-	-	-
Journals	13	Rs.10,300	-	Rs.12470	13	-
e-Journals	e-journals subscribed under the INFLIB NET-NLIST programme.	Rs. 5000 for the total package of e-books and e-journals.	Subscription of NLIST continued.	Rs.5725	-	-
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.5725 )</li> <li>2. 07 magazines , 02 News papers ( Value Rs.12980)</li> <li>3. Collection of 16 manuscripts</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	40	01	10	03	12	06	14	05
Added	01	-	-	-	-	-	-	01 (Smart class)
Total	41	01	10	03	12	06	14	06

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. 1,40,235
ii) Campus Infrastructure and facilities	Rs. 3,71,987
iii) Equipments	Nil
iv) Others	Nil
<b>Total :</b>	Rs. 5,12,222

## 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
2100	0	0	0

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

0

(c) No. of international students

Men	No	%	Women	No	%
	0	0		2100	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1867	134	12	45	4	2062	1709	298	19	71	3	2100

Demand ratio 1:1.79 Dropout 33%

#### 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="02"/>	SET/SLET	<input type="text" value="0"/>	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="07"/>

#### 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

Women’s Day Celebration- Screening of gender sensitizing movie, preparation of posters and interactive session between teaching , non-teaching staffs and students.

### 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	202	46,807
Financial support from government	Minority and Merit-cum-means	Credited to student's account directly
Financial support from other sources	103	4,81,200
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 create smart, sincere and responsible citizen of India.
- To emancipate women from all social evils and injustice.
- To serve the locality by inculcating general awareness.
- To make aware of the health and hygiene consciousness from the adolescent women hood to onwards.

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

Yes, the college used in-house software.



### 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.
- Members of the faculty of our college represent the Board of Studies of Vidyasagar University and they are instrumental in revising the syllabus of the affiliating university from time to time.
- The Department of Political Science has a tradition for participating in intra-college Youth Parliament Competition.
- Compulsory languages are included in the syllabi to enhance the basic communicative skills of the students.
- Different Departments organised educational tours as a part of their curriculum and other interests.

#### 6.3.2 Teaching and Learning

- Teaching-Learning as a thrust area have been focused for this academic session field studies, Project works etc. are frequently organised to make the learning more participatory for our students.
- Different Departments organised intra class seminars and debates to enhance the teaching learning process.
- Systematic monitoring, planning and regular evaluation of students are given special attention.
- Workshops, participative learning, conference and class seminars are organised.
- Tutorial classes and Remedial coaching are provided to week students in the respective subjects.
- Our college is the Study Centre of Netaji Subhas Open University for Distance Education.
- Our college provides PG Course in MSW.
- UGC Ad-on Courses and B. Voc. Courses are done here.

#### 6.3.3 Examination and Evaluation

- Internal examinations are conducted as per university norms
- Practical and Final Examination are conducted as per Vidyasagar University guidelines.
- This college is the venue of different non-conventional education examinations like LLB, Para-Medical, B.Ed, SSC, Netaji Subhas Open University Exam Panchayet Recruitment Exam.

#### 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.
- To form and encourage the students to build up research attitude thorough their indigenous way and creating output from the outside text itself.

#### 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.
- Administrative Building named 'Kala Bhavan', Library Reading Room and SC ST Remedial Building have been constructed with the financial assistance of W.B. Govt.

#### 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 viz. Anti Ragging Cell, Grievance Redressal Cell etc.

#### 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.
- Temporary staff members are recruited in office, laboratories and in the hostel as per requirements.
- Respective departments engage guest Lecturers and retired teachers from different institutions for teaching

#### 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 are strictly followed by the College.
- The entire admission procedure has been conducted through on-line with the help of very user friendly software developed by our own institution.
- The college announces its admission process in the College website.
- Prospectus is 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.
- The admission procedure of this college is free and fair.

### 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 concessions are allowed for needy 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, Late Kabita Bhunia Memorial 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.
- We set up **Rain Water Recharging System** and **Rain Water Harvesting system** with the help of the Ministry of Water Resource Investigation and Development, Govt. of West Bengal and Ministry of Environment, Govt. of West Bengal respectively.

## 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.

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

1. Formation of Environmental Cell under NSS, 2016
2. Facility of INFLIBNET–NLIST for different users, 2016
3. Women Study Centre, 2016

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 PRACTICE**

**1. Title of the Practice:** 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 participates 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:**

Total number of research articles published in journals (national and international) and books: 34

- 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 were performed throughout the year to irradiate the mass illiteracy from the local villagers as well as empowered the women by the training courses. Various types of cleanliness programmes were 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
Cleaning of Rangibasan village, Bhagawati Devi Chhatri Niwas & Satish Samanta Halt Station	NSS Unit I+II+III+IV	4	200
Gardening in the college premises	NSS Unit I+II+III+IV	4	195
Cultivation of medicinal plant	NSS Unit I+II+III+IV	4	187
Thalasemia detection and counselling	NSS Unit I+II+III+IV	4	58

*\*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 & LED 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” and also “Plastic Free 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

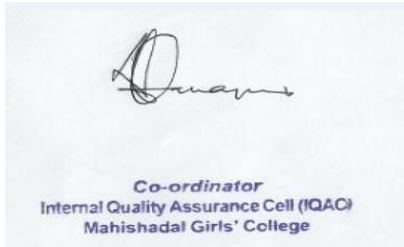
#### 8. Plans of institution for next year

1. **To enhance** the number of smart class rooms in the academic departments.
2. **To enhance** outreach programmes for the backward community.
3. **To organize workshop/seminar** for students and teachers for enhancement of academic efforts.
4. **To Promote the Research** activities among the Teaching Faculties
5. **Soil filling** in the extended college area and **plantation** of trees.
6. **Library extension.**
7. **Extension of New Science Building.**

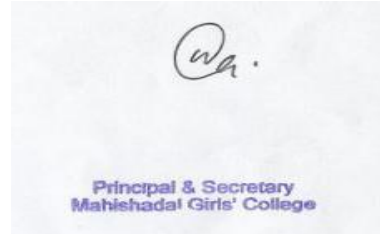


Name Dr. Debasis Mahapatra

Name Dr. Utpal Kumar Utthasani



*Signature of the Coordinator, IQAC*



*Signature of the Chairperson, IQAC*

\*\*\*