

The Annual Quality Assurance Report (AQAR) of the IQAC
2011-12

Part – A

1. Details of the Institution

1.1 Name of the Institution

DumDum Motijheel Rabindra
Mahavidyalaya

1.2 Address Line 1

208/B/2 DumDum Road,
Kolkata-700074

Address Line 2

City/Town

Kolkata

State

West Bengal

Pin Code

700074

Institution e-mail address

ddmrm2006@rediffmail.com

Contact Nos.

033-2560-9988, 033-2560-5921

Name of the Head of the Institution:

Dr. Sandip Dasgupta

Tel. No. with STD Code:

033-2560-9988 (O), 033-2592-3296 (R)

Mobile:

+91-9830469603

Name of the IQAC Co-ordinator:

Prof. Subhabrata
Bhattacharya; Dr. Sabitri
Dutta

Mobile:

+91-9433289986; +91-9830569574

IQAC e-mail address:

iqacddmrm2015@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879) ___Not Available_____

1.4 Website address:

www.ddmrm.org

Web-link of the AQAR:

<http://www.ddmrm.org/AQARrrr.html>

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+		2006	2011
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

29.03.2006

1.7 AQAR for the year (*for example 2010-11*)

2011-12

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 _____ 14.08.2014 _____ (DD/MM/YYYY)4
- ii. AQAR _____ 14.08.2014 _____ (DD/MM/YYYY)
- iii. AQAR _____ 14.08.2014 _____ (DD/MM/YYYY)
- iv. AQAR _____ 14.08.2014 _____ (DD/MM/YYYY)

1.9 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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

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

West Bengal State University

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

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

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="06"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="00"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="00"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="02"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="00"/>
2.8 No. of other External Experts	<input type="text" value="00"/>
2.9 Total No. of members	<input type="text" value="12"/>
2.10 No. of IQAC meetings held	<input type="text" value="04"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text"/> Faculty <input type="text" value="02"/>

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

Evaluation of Seminar proposals in the Department of Geography, History, Education and Philosophy and recommendation given for sending to UGC,
recommendation for departmental evaluation by Academic sub-Committee of the College,
IQAC also suggested for getting an ISSN number for the Academic Journal of the College.
IQAC recommended for opening the Post Graduation in commerce and NCC in the college.
Recommendation for purchase of Printer and scanner
Recommendation for continuation and enhancement of canteen subsidy
Recommendation for purchase of MS Office Standard, 2010 (10 users) for IT Lab of Commerce Department

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
<p>a. To organise Seminars in the college</p> <p>b. To arrange for a Departmental Evaluation System in the College.</p> <p>c. To suggest to apply for ISSN no. for the college journal</p> <p>d. To recommend for opening the Post Graduation in commerce and NCC in the college.</p> <p>e. To recommend for purchase of Printer and scanner</p> <p>f. To recommend for continuation and enhancement of canteen subsidy</p> <p>g. To recommend for purchase of MS Office Standard, 2010 (10 users) for IT Lab of Commerce Department</p>	<p>a. Three Seminars were organised in the departments of Geography, History, Education and Philosophy (jointly)</p> <p>b. Academic sub-Committee was recommended and an evaluation system was introduced.</p> <p>c. The Academic Journal of the College applied for ISSN and got it.</p> <p>d. Both are under process.</p> <p>e. Printers and scanners have been purchased</p> <p>f. Subsidy is continued</p> <p>g. MS Office Standard, 2010 (10 users) for IT Lab of Commerce Department has been purchased</p>

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body (Governing Body)

Provide the details of the action taken

Governing Body of the college endorsed the suggestions by IQAC and approved the report. Accordingly it advised to forward it to the concerned authority.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	12			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total				
Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	
Trimester	
Annual	12

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

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

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

Not applicable

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

None as such

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
	06	02		

2.2 No. of permanent faculty with Ph.D.

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
	8								8

2.4 No. of Guest and Visiting faculty and Temporary faculty

		23
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	08	13
Presented papers	01	04	05
Resource Persons			

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

Banner presentation in the department of Geography, photography exhibition in the department of Journalism and Mass Communication.
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2.7 Total No. of actual teaching days during this academic year

184

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

		4
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2.10 Average percentage of attendance of students

50%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Accounting & Finance (H)	131		12.98	70.23	15.27	98
Bengali (H)	32			75		

English (H)	4			25		
History (H)	9			100		
J & MC (H)	NA	NA	NA	NA	NA	NA
Education (H)	8			75		
Geography (H)	10			90		
Accounting & Finance (G)	142			3	59	
Bengali (G)	33			94		
English (G)	5			100		
History (G)	16			100		
J & MC (G)	11			100		
Education (G)	29			79		
Geography (G)	19			95		
Economics (G)	22			91		
Philosophy (G)	10			100		
Political Science (G)	6			83		
Sanskrit (G)	11			100		

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

To recommend for teaching with practical application such as project, field trip, excursion etc ;

to recommend for teaching with exploration of the topics including recent developments such as web searching, library consultation etc.;

To prepare Academic Calendar of the college;

To arrange for a Departmental Evaluation System in the College

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	01
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	15	02	00	02
Technical Staff	01	00	00	00

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC always encouraged and sensitized research climate in the college. As a result some of our teachers have received financial grant for Minor Research Project and for Faculty Development Programme from UGC. The IQAC also encourages the teachers to use the UGC-NRC of the college for their research assistance.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		01		
Outlay in Rs. Lakhs		1,20,000/-		

3.4 Details on research publications

	International	National	Others
Peer Review Journals		11	
Non-Peer Review Journals			11
e-Journals			
Conference proceedings			

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				
Minor Projects	01	UGC	1,20,500/-	1,20,500/
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	01	UGC	1,20,500/-	1,20,500/

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			03		
Sponsoring agencies			UGC		

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	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

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
01				01		

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 State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>		
NCC	<input type="text"/>	NSS	<input type="text"/>	Any other	<input type="text"/>

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

- With the help of NSS unit, College has initiated a cleanliness drive on September 2011 to clean the College and its premises. Strong spirit and commitment was built amongst the students, faculty members and non-teaching staff by the NSS volunteers so as to inculcate the regular habit of cleanliness in them and to contribute towards the vision and mission of clean India.
- NSS Unit of College in collaboration with Dum Dum Traffic Guard, Bengal Police, observed an awareness campaign, “Road Safety Week” for traffic safety of on 30th March 2012.
- The College organised for a Blood Donation Camp in the occasion of foundation day.
- The College also observed Rabindra Jayanti (Birth Anniversary of RabindraNath Tagore) this year.
- Also the Independence Day and Republic day were observed by the students and teachers of the College.

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	1 acre 10dcml			
Class rooms	23			
Laboratories	03			
Seminar Halls	01			
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	51			
Value of the equipment purchased during the year (Rs. in Lakhs)	5,99,300/-	20,18,674/-	UGC	26, 17, 974/-
Others				

4.2 Computerization of administration and library

Partially computerised

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	14948	68448	809	171522	15757	70668
Reference Books	224		11	2220	235	
e-Books						
Journals	27	20870	4	3335	31	24205
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	40	3	1	0	Nil	1	12	Nil
Added	17	0	7	2	Nil	0	0	Nil
Total	57	3	8	2	Nil	1	12	Nil

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

Nil

4.6 Amount spent on maintenance in lakhs :

i) ICT	34,500/-
ii) Campus Infrastructure and facilities	Nil
iii) Equipments	Nil
iv) Others	39,001/-
Total :	73,501/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC played a vital and constructive role

- by suggesting improvement in Book Bank and
- by offering financial aid as well as counselling for the needy and willing students.

5.2 Efforts made by the institution for tracking the progression

The Institution tries to keep track of the students' progression through class test, viva exam, keeping records of marks and individual initiatives.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1570			

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	74	26			

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Other	Total
1378	111	05	10	00	1504	1368	137	5	21	39	1570

Demand ratio: 1.5:1

Dropout %: 11.34

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

None as such.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

- Student counselling and career guidance were regularly done with help of Career & Counselling Cell of the College.
- Also, teachers take individual initiative for counselling the students as and when required.

No. of students benefitted

5.7 Details of campus placement NA

<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

None as such.

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 (Rs.)
Financial support from institution	287	1,28,145/-
Financial support from government	38#	
Financial support from other sources	6#*	
Number of students who received International/ National recognitions		

No information is available on the sanctioned amount as the fund is directly credited to Student's bank account by the concerned authorities.

*Includes Scholarship/Stipend from Chief Minister's Fund, Board of Wakfs, Private Trust, Bidee Shramik Fund, etc.

5.11 Student organised / initiatives

Fairs : St

ate/ 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: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

<p>Vision: Our aim is to instil self-respect and a sense of good life among our students besides guiding them in their pursuit for academic brilliance and to lead them to such development of their minds and thoughts.</p> <p>Mission: Spread of education is the goal and mission of the college.</p>
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6.2 Does the Institution has a management Information System

None as such

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

6.3.1 Curriculum Development

Curriculum is developed by WBSU and implemented by the College.

6.3.2 Teaching and Learning

The college always encourages interactive learning through presentation and debates by the students. It also has the smart classroom facility to impart better understanding of the subject among students.

6.3.3 Examination and Evaluation

The College regularly conducts internal examinations like mid-term, test etc and evaluates the overall performance of the students.

6.3.4 Research and Development

Many of our teachers are involved in M.Phil and doctoral level research work and also in minor research projects funded by the UGC.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The College library is equipped with computer and internet facilities, ICT and most of the physical infrastructure, instruments etc are available. But implantation is under process.

6.3.6 Human Resource Management

None as such.

6.3.7 Faculty and Staff recruitment

The permanent and full time teachers are recruited by the college Governing Body on the recommendation of the College Service Commission. The college also recruits teachers on itself. The non-teaching staffs are recruited by the GB from the panel released by employment exchange, newspaper insertion, other Government agencies, by college itself on the basis of screening conducted by the college. There is also a promotional avenue for the non-teaching employees.

6.3.8 Industry Interaction / Collaboration

None as such

6.3.9 Admission of Students

All students are admitted on merit as per University rules and the norms set by the admission committee and merit list is published.

6.4 Welfare schemes for

Teaching	Provident Fund, Gratuity and Pension
Non teaching	Group insurance, Provident Fund, Gratuity and Pension, Life Insurance for the staffs who carry cash to the Bank and also on cash-in-safe and cash-at-counter
Students	Health home, Students Aid Fund

6.5 Total corpus fund generated

44, 64,500/-

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	Principal/IQAC
Administrative	Yes (statutory audit)	DPI empanelled auditor		

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?

Not applicable

6.11 Activities and support from the Alumni Association

The Alumni provides continuous support for the development of the college.

6.12 Activities and support from the Parent – Teacher Association

There is no parent teacher association as such, but the teachers and the Principal meet the concerned parents whenever necessary.

6.13 Development programmes for support staff

The College offers computer and other training program for the support staff.

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

The College is located in urban area. Still the institution tries to make the campus eco-friendly by planting trees, restricting the use of plastics, etc.

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.

Increasing use of computers and software, the professional courses like GIS and interactive teaching learning method and social welfare services have created some impact on the functioning of the institution.

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

1. Enhancement of Infrastructure, both technical and physical has been proposed and implemented. New Computers, laptops and internets have been purchased.

2. NSS Unit has undertaken many social welfare plans and implemented those through various programs.

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

- Social welfare activities by NSS
- Counselling of the students

7.4 Contribution to environmental awareness / protection

Plantation of trees inside the campus, restrictions on the use of plastic, Prohibition of smoking inside the campus etc.

7.5 Whether environmental audit was conducted? Yes No

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

Disciplined and serious students, committed teaching and non-teaching staffs are our main strength. Less attendance of the students in the class is one of the alarming problems for the college. Lack of space and shortage of staff may be a weakness but we try our best to overcome that by continuous hard work and round the clock effort.

8. Plans of institution for next year

Expansion of the Institution through construction of new buildings in the vacant space inside the college premises, appointment of more teaching staff and introduction of PG course in Commerce.

Name Prof. Subhabrata Bhattacharya,
Dr. Sabitri Dutta

Name Dr. Sandip Dasgupta, Principal & Secretary

Subhabrata Bhattacharya
Sabitri Dutta

Signature of the Coordinator, IQAC

Sandip Dasgupta .

Signature of the Chairperson, IQAC

Annexure 1

Academic Calendar*

MONTH	EVENTS
JULY	Admission and commencement of classes, A workshop on “How to use Library” for new comers
AUGUST	Regular Class in all departments
SEPTEMBER	Class Test
OCTOBER	Vacation
NOVEMBER	Local or Long Field Excursion for Department of Geography; Regular classes in all other departments
DECEMBER	Publication of Departmental Magazines, Preparatory classes for 3 rd year students
JANUARY	Selection Test 3 rd year and class tests for 2 nd and 1 st year
FEBRUARY	Selection Test 2 nd year and Preparatory Classes
MARCH	Selection Test 1 st year
APRIL	Final Exams (Part III)
MAY	Final Exams (Part II)
JUNE	Final Exams (Part I)

*The schedule is tentative and subject to change according to University Calendar.