

The Annual Quality Assurance Report (AQAR) of the IQAC
2012-2013

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,

Address Line 2

Kolkata-700074

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)___

No Track ID 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)

2012-13

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

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

Non-Teaching Staff Students Alumni 02 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

Recommendation for organising Quiz, Debate and Essay competition

Recommendation for departmental evaluation by Academic sub-Committee of the College through IQAC,

Recommendation for publishing Academic Journal for 2012

Recommendation for a big size Vinyl Board in the college gate

Recommendation for quick repayment of House Building Loan

Recommendation for provision of adequate number of chairs in college canteen and in Union room

Recommendation for emergent installation of Generator and invertors

Recommendation for emergent installation of water Cooler Cum Purifier

Recommendation for purchase of sports equipments for Boys and Girls common room

Recommendation for installation of T.V in Digital Classroom, Career and Counselling Cell, IT Lab of Commerce and Journalism Lab

Recommendation for purchase of Books in Career and Counselling Cell for Career Guidance

Recommendation for electrical maintenance in old block of the building

Recommendation for maintenance of college Notice Board

2.15 Plan of Action by IQAC/Outcom

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
a. To organise Quiz, Debate and essay competition in different departments	a. A Quiz and Debate Competition were organised by the Department of Economics.
b. To arrange for a Departmental Evaluation System in the College.	b. Academic sub-Committee was recommended and an evaluation system was introduced.
c. To publish Academic Journal for 2012-13	c. The Journal was published
d. To recommend for a big size Vinyl Board in the college gate	d. Vinyl Board has been arranged.
e. To recommend for quick repayment of House Building Loan	e. House Building Loan was repaid.
f. To recommend provision of adequate number of chairs in college canteen and in Union room	f. Chairs have been provided
g. To recommend for emergent installation of Generator and invertors	g. Both are installed.
h. To recommend for emergent installation of water Cooler cum Purifier	h. Water Cooler and Purifier has been purchased and installed.
i. To Recommend for purchase of sports equipments for Boys and Girls common room	h. Equipments have been purchased
j. To Recommend for installation of T.V in Digital Classroom, Career and Counselling Cell, IT Lab of Commerce and Journalism Lab	j. T.Vs have been installed.
k. To Recommend for purchase of Books in Career and Counselling Cell for Career Guidance	k. Relevant books have been purchased.
l. To recommend for electrical maintenance in old block of the building	l. Required maintenance work has been done.
m. To recommend for maintenance of college Notice Board	m. Relevant work has been done

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 reports. 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
	04	04		

2.2 No. of permanent faculty with Ph.D.

04

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

		20
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		06	09
Presented papers		05	02
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 are few of the innovative practices of the college.

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

180

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

59%

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)	89		4.49	78.65	14.61	89
Bengali (H)	19		5.26	63.16		
English (H)	8			62.5		
History (H)	1			100		
J & MC (H)	NA	NA	NA	NA	NA	NA
Education (H)	16			94		
Geography (H)	14			78.6		
Accounting & Finance (G)	157		1.27	5.73	72.61	
Bengali (G)	25			88		
English (G)	8			100		
History (G)	47			91.49		
J & MC (G)	14			86		
Education (G)	37			40.5		
Geography (G)	14			79		
Economics (G)	10			80		
Philosophy (G)	3			33.33		
Political Science (G)	24			92		
Sanskrit (G)	11			73		

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;

To recommend for Departmental Meeting on monthly basis;

To recommend for special tutorial classes for weaker students;

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	01
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	14	03	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

Like previous years the IQAC always encouraged and sensitized research climate in the college. It helped some of our teachers to have received financial grant for Minor Research Project and for Faculty Development Programme from UGC. It also encouraged faculties to contribute in the Academic Journal of the college.

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		02		1
Outlay in Rs. Lakhs			3, 76, 500/-	

3.4 Details on research publications

	International	National	Others
Peer Review Journals		06	
Non-Peer Review Journals			13
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	1 year 6 months	UGC	3,11,000/-	2,98,000/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total	02	UGC		

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			0		
Sponsoring agencies					

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
02				02		

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

- The college organized a Blood donation Camp in the College Campus.
- A household survey of 125 families, having a child between 6 to 14 years, in a slum named Bidhan Colony, Madhugarh (Khalpar) of Ward No 12 & 13 of South Dum Dum Municipality near (within the range of 2-3 kilometers) our College, was conducted. The survey mainly focused on health and education of the children of above mentioned age group.
- The NSS unit of the college observed Sadhbhavna Diwas and organized an Essay Competition in Bengali as well as in English on “Communal Harmony and Young India”.

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.	149	14		
Value of the equipment purchased during the year (Rs. in Lakhs)		70,882/-	UGC	
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	15757	70668	196	44870	15953	70668
Reference Books	235			2220	235	
e-Books						
Journals	31	24205	3	4435	34	28640
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	56	3	8	2	Nil	1	12	Nil
Added	3	0	0	0	Nil	0	0	Nil
Total	59	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.)

The college keeps the students as well as the teachers updated regarding any technology advancement.

4.6 Amount spent on maintenance in lakhs :

i) ICT

Nil

ii) Campus Infrastructure and facilities

25,000/-

iii) Equipments

6, 864/-

iv) Others

55,584/-

Total :

87,448/-

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 helping students regarding the use of library
- By offering financial aid as well as counselling for the needy and willing students.
- By counselling students for participating in university level sports, debate and quiz competition, Youth parliament etc.
- By counselling the female students to overcome their academic as well as personal problems

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
1680			

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	1171	70		509	30

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1368	137	5	21	39	1570	1499	152	06	23		1680

Demand ratio: 1.5:1 Dropout %: 14.84

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 SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

The cell has also organised five career development seminars inviting resource persons from different areas of educational and professional world to enlighten the students about future prospects in the job market. These seminars have been attended by a large number of students.

No. of students benefitted

486

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	191	51, 830/-
Financial support from government	41#	
Financial support from other sources	8#*	
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 : State National level International level

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

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.

Mission: Spread of education is the goal and mission of the college.

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 banner presentation, debates, quiz contests, photography exhibition related to syllabus by the students of Journalism department, project work etc. 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, class test etc and evaluates the overall performance of the students. Class tests taken on regular basis, surprise tests in various departments are organised to assess 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, physical infrastructure, instruments etc.

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, Group Insurance
Non teaching	Group insurance, Provident Fund, Gratuity and Pension
Students	Health home

6.5 Total corpus fund generated

52, 67,424/-

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				

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 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 information technology and interactive teaching learning method 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

Plan of action adopted in the beginning of the year was implemented accordingly.

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

- Social welfare activities by NSS
- Departmental evaluation (academic)

7.4 Contribution to environmental awareness / protection

Plantation of trees inside the campus, restrictions 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

Elevation of front building, appointment of more teaching and non-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

Sandip Dasgupta

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure 1:

Academic Calendar*

MONTH	EVENTS
JULY	Admission and commencement of classes
AUGUST	Foundation Day Celebration and Blood Donation Camp
SEPTEMBER	Class Test
OCTOBER	Vacation
NOVEMBER	Local or Long Field Excursion
DECEMBER	Publication of Wall and Departmental Magazines
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); Observation of Rabindra Jayanti (Birth Anniversary of Rabindranath Tagore)
JUNE	Final Exams (Part I)

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