# The Annual Quality Assurance Report (AQAR) of the IQAC
# 2014-2015

## 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)_____

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 | 1st Cycle | B+ | | 2006 | 2011 |
| 2 | 2nd Cycle | | | | |
| 3 | 3rd Cycle | | | | |
| 4 | 4th Cycle | | | | |

1.6 Date of Establishment of IQAC:    DD/MM/YYYY    29.03.2006

**1.7 AQAR for the year** (*for example 2010-11*)    2014-15

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

    i.   AQAR _____14.08.2014_____ _____ (DD/MM/YYYY)
    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 | 06 |
| 2.2 No. of Administrative/Technical staff | 02 |
| 2.3 No. of students | 00 |
| 2.4 No. of Management representatives | 02 |
| 2.5 No. of Alumni | 00 |
| 2. 6  No. of any other stakeholder and community representatives | 02 |
| 2.7 No. of Employers/ Industrialists | 00 |
| 2.8  No. of other External Experts | 00 |
| 2.9 Total No. of members | 12 |
| 2.10 No. of IQAC meetings held | 04 |

2.11 No. of meetings with various stakeholders:    No. [ ]    Faculty [ 02 ]

Non-Teaching Staff Students [ 02 ]    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. [ 0 ]   International [ ]   National [ ]   State [ ]   Institution Level [ ]

(ii) Themes [ ]

2.14 Significant Activities and contributions made by IQAC

> Suggestion for introducing online admission process,
>
> Recommendation for departmental evaluation by Academic sub-Committee of the College,
>
> Recommendation for maintenance of student feedback system,
>
> Proposal for urgent renovations and front elevation of the college,
>
> Recommendation for introduction of  INFLIBNET and latest edition of DDC in the library,
>
> Recommendations for providing laptop and antivirus to all the departments,
>
> Recommendations for Introduction of an NCC unit,
>
> Recommendations for Continuation of Kanyashree II Scheme
>
> Recommendations for Introduction of a Scheme for accident coverage for the students,
>
> Recommendation for purchasing a water purifier and cooler for students,
>
> Recommendation for renovation in Office and smart classroom
>
> Recommendation for central and departmental library enrichment with books
>
> Recommendation for a separate care-taker residence
>
> Recommendation for publication for academic journal 2014
>
> Recommendation for purchasing two separate dedicated desktop and printer for COSA and online admission
>
> Recommendation for purchasing sound system for Seminar Hall and separate printers for Journalism and Geography 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 |
|---|---|
| a. To suggest introduction of online admission procedure and purchase of relevant software package | a. Online Admission Procedure has been considered and software has been purchased |
| b. To arrange for a Departmental Evaluation System in the College. | b. An evaluation system is maintained. |
| c. To recommend for maintenance of student feedback system | c. Student feedback system is revived. |
| d. To propose urgent renovations and front elevation of the college | d. Renovations have been started. |
| e. To recommend for introduction of INFLIBNET, SOUL & DDC in the library | e. INFLIBNET, SOUL & DDC have been purchased. |
| f. To recommend for providing laptop, desktop and antivirus to all the departments | f. Laptops, desktops and antivirus have been purchased to distribute among all the departments. Allocations also have been made. |
| g. Proposal for introducing an NCC unit | g. Correspondence regarding the matter has been started and the unit is likely to open very shortly. |
| h. To provide benefit of Kanyashree Prokolpo of Govt. of West Bengal | h. The scheme is running well and the girl students of the college are being benefitted. |
| i. To provide students with an accident coverage facility from the college. | i. The proposal has been passed in the GB. |
| h. To purchase a water purifier and cooler for students, | h. Purchase is under process |
| i. To renovate Office and Smart classroom | i. Necessary renovation has been done. |
| j. Recommendation for central and departmental library enrichment with books | j. A large number of books have been purchased |
| k. Recommendation for purchasing sports equipments for boys and girls | k. Equipments have been purchased. |
| l. Recommendation for a separate care-taker residence | l. Care-taker residence has been built. |
| m. Recommendation for publication for academic journal 2014 | m. The journal was published |
| n. Recommendation for purchasing two separate dedicated desktop and printer for COSA and online admission | n. Desktops and Printers have been purchased |

| | |
|---|---|
| o. Recommendation for purchasing sound system for Seminar Hall and separate printers for Journalism and Geography department | o. Sound system and Printers have been purchased |

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 | |

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.    05

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    ☐    ☐    19

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|---|---|---|---|
| Attended | 06 | 07 | 06 |
| Presented papers | 05 | 06 | |
| Resource Persons | | | |

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

Banner presentation in the department of Geography;
Smart teaching;
Practical Teaching to the Commerce students;

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

2.10 Average percentage of attendance of students

57%

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) | 44 | | 2.27 | 55 | | |
| Bengali (H) | 16 | | | 87.5 | | |
| English (H) | 8 | | | 25 | | |
| History (H) | 2 | | | 100 | | |
| J & MC (H) | 13 | | | 69.23 | | |
| Education (H) | 20 | | 5 | 50 | | |
| Geography (H) | 15 | | | 60 | | |
| Accounting & Finance (G) | Not yet published | Not yet published | Not yet published | Not yet published | Not yet published | Not yet published |
| Bengali (G) | Not yet published | Not yet published | Not yet published | Not yet published | Not yet published | Not yet published |
| English (G) | Not yet published | Not yet published | Not yet published | Not yet published | Not yet published | Not yet published |
| History (G) | Not yet published | Not yet published | Not yet published | Not yet published | Not yet published | Not yet published |
| J & MC (G) | Not yet published | Not yet published | Not yet published | Not yet published | Not yet published | Not yet published |
| Education (G) | Not yet published | Not yet published | Not yet published | Not yet published | Not yet published | Not yet published |
| Geography (G) | Not yet published | Not yet published | Not yet published | Not yet published | Not yet published | Not yet published |
| Economics (G) | Not yet published | Not yet published | Not yet published | Not yet published | Not yet published | Not yet published |
| Philosophy (G) | Not yet published | Not yet published | Not yet published | Not yet published | Not yet published | Not yet published |
| Political Science (G) | Not yet published | Not yet published | Not yet published | Not yet published | Not yet published | Not yet published |
| Sanskrit (G) | Not yet published | Not yet published | Not yet published | Not yet published | Not yet published | Not yet published |

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

IQAC monitors Teaching and Learning process through academic evaluation of the departments on regular basis and providing suggestions for improvements. Departmental meetings are conducted at regular interval for a thorough assessment of the respective departments in terms of class, attendance of students, coverage of syllabus, performance of the students in college as well as University exams etc.

2.13 Initiatives undertaken towards faculty development

| Faculty / Staff Development Programmes | Number of faculty benefitted |
|---|---|
| Refresher courses | 01 |
| UGC – Faculty Improvement Programme | |
| HRD programmes | |
| Orientation programmes | |
| Faculty exchange programme | |
| Staff training conducted by the university | |
| Staff training conducted by other institutions | |
| Summer / Winter schools, Workshops, etc. | |
| Others | |

2.14 Details of Administrative and Technical staff

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|---|---|---|---|---|
| Administrative Staff | 14 | 03 | 01 | 04 |
| 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 in this year.

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      | 02         | 01        |
| Outlay in Rs. Lakhs |          |         | 3, 85,000/- |          |

3.4     Details on research publications

|                          | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals     |               | 05       |        |
| Non-Peer Review Journals |               |          | 02     |
| e-Journals               |               |          |        |
| Conference proceedings   |               | 03       |        |

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        | 2 year        | UGC                         | 3, 85, 000/-           | 3, 37, 050/- |
| Interdisciplinary Projects |          |                             |                        |          |
| Industry sponsored    |               |                             |                        |          |
| Projects sponsored by the University/ College |  |                   |                        |          |
| Students research projects *(other than compulsory by the University)* |  |  |            |          |
| Any other(Specify)    |               |                             |                        |          |
| Total                 |               | UGC                         | 3, 85, 000/-           | 3, 37, 050/- |

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 |
|-------|--------------|----------|-------|------------|------|---------|
| 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    70    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 [  ]        College forum [  ]

NCC [  ]        NSS [  ]        Any other [  ]

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

- NSS program officer and student volunteers participated in "Rashtriya Ekta Diwas" organized to commemorate the 139th birth anniversary of Sardar Vallabhbhai Patel on 31st October, 2014
- An anti-aids rally was organised in the DumDum Road by the college students.

# 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 (≥ 1-0 lakh) during the current year. | 163 | 12 | | |
| Value of the equipment purchased during the year (Rs. in Lakhs) | | 1, 67, 520/- | 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 | 16021 | 72768/- | 435 | 100745/- | | 73768/- |
| Reference Books | 237 | | 2 | 1000/- | 235 | |
| e-Books | | | | | | |
| Journals | 37 | 33240/- | 3 | 5300/- | 40 | 38540/- |
| e-Journals | | | | | | |
| Digital Database | | | | | | |
| CD & Video | | | | | | |
| Others (specify) | | | | | | |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Depart-ments | Others |
|---|---|---|---|---|---|---|---|---|
| Existing | 59 | 3 | 8 | 2 | Nil | 1 | 12 | Nil |
| Added | 0 | 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.)

4.6 Amount spent on maintenance in lakhs :

i)   ICT                                              19, 090/-

ii)  Campus Infrastructure and facilities             Nil

iii) Equipments                                       2, 500/-

iv) Others

Total :     21,590/-

# 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 improvements in Book Bank and
- by offering financial aid as well as counselling for the needy and willing students.
- By helping students regarding the use of library by organising a Workshop

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 |
|---|---|---|---|
| 1657 | | | |

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

| | No | % |
|---|---|---|
| Men | 1010 | 61 |

| | No | % |
|---|---|---|
| Women | 647 | 39 |

| Last Year | | | | | | This Year | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 1657 | 128 | 4 | 28 | | 1817 | 1657 | 142 | 4 | 39 | 2 | 1657 |

Demand ratio  1.5:1       Dropout %:  15.17

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 organised three round coaching programmes for unemployed youth registered with the DumDum Employment Exchange, a number of ex students of our college participated in the said programme.

No. of ex-students benefitted    [ 58 ]

5.7 Details of campus placement NA

| On campus | | | Off Campus |
|---|---|---|---|
| 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 [ 1 ]     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 | 48 | 18, 340/- |
| Financial support from government | 95# | 12, 75, 000/- (only Kanyashree) |
| 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      : 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

> 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 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, well stock of books and journals 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

> 60, 76, 350/-

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?

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, probation of smoking 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 in teaching and learning, extension of library, extension activities by NSS like 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

> - Interactive teaching is carried out in various departments through project work, field trips and excursions, presentations etc.
>
> - The stock of books and journals has been increased. Also, the computer facilities in library are being maintained.
>
> - Laptops and antivirus facilities are allocated to different departments.
>
> - Online admission process has been decided to be started in next academic session.

7.3 Give two Best Practices of the institution

> - Greenery project in the rooftop of old building
>
> - Tutorial classes for the students

7.4 Contribution to environmental awareness / protection

> Plantation of trees inside the campus, restrictions of plastic, Prohibition of smoking inside the campus, prohibition of high volume sound 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**

- Smooth running of the Online Admission Procedure
- Renovation and front elevation of the Institution,
- Introduction of PG course in Commerce.
- Complete computerisation of Office and Library.
- One more broadband connection, apart from BSNL for Principal's room, library, teachers' room and server room
- Purchase of Passenger lift
- Construction of Boys' and Girls' Gymnasium
- Purchase of AC Machine for Seminar room and Principal's room
- Purchase of chairs – cum – desk for Laboratory, Digital Room, Seminar Hall etc.
- Purchase of identity card printer for library and office
- Renovation of office
- Erection of Education department lab, room for Career & Counselling Cell, UGC – NRC
- Renovation of Principal's room
- Erection of new canteen
- Repair and renovation of old building
- Fencing of second floor roof, old building
- Repair, Maintenance and Colour wash of college building, inside and outside
- Erection of cheap book store

*Name*    *Prof. Subhabrata Bhattacharya,*          *Name Dr. Sandip Dasgupta, Principal & Secretary*
          *Dr. Sabitri Dutta*

*Signature of the Coordinator, IQAC*                    *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 3rd year students |
| JANUARY | Selection Test 3rd year and class tests for 2nd and 1st year |
| FEBRUARY | Selection Test 2nd year and Preparatory Classes |
| MARCH | Selection Test 1st 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.