

**The Annual Quality Assurance Report (AQAR) of the IQAC**  
**(For Affiliated/Constituent Colleges)**

**July 1, 2017 to June 30, 2018**

**Part – A**

**Data of the Institution**

*(data may be captured from IQA)*

**1. Name of the Institution:**

DumDum Motijheel Rabindra Mahavidyalaya

- Name of the Head of the institution :
- Dr.Sandip Dasgupta
  
- Designation: Principal
  
- Does the institution function from own campus:  
Yes
  
- Phone no./Alternate phone no.: 03325609988
  
- Mobile no.: 9830469603
  
- Registered e-mail: ddmrm206@rediffmail.com
  
- Alternate e-mail : iqacddmrm2015
  
- Address :208/B/2,DumDum Road
  
- City/Town : DumDum
  
- State/UT : West Bengal
  
- Pin Code : 700074

**2. Institutional status:**

- Affiliated / Constituent: Affiliated
- Type of Institution: Co-education/Men/Women: Co-education

- Location : Rural/Semi-urban/Urban: Urban
  - Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify): Grants-in aid
  - Name of the Affiliating University: West Bengal State University
  - Name of the IQAC Co-ordinator : Dr.Sabitri Dutta, Subhabrata Bhattacharya
  - 
  - Phone no. : 03325609988
- Alternate phone no.03325605921
- Mobile: 9830569574
  - IQAC e-mail address: iqacddmrm@gmail.com
  - Alternate Email address: ddmrm2006@rediffmail.com

### 3. Website address:

Web-link of the AQAR: (Previous Academic Year):  
<http://www.ddmrm.org/AQARrrr.html>  
 For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

### 4. Whether Academic Calendar prepared during the year?

Yes/No:Yes....., if yes, whether it is uploaded in the Institutional website: No

Weblink:

### 5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 <sup>st</sup>	B+		2006	from:Feb2006 to: Feb2011
2 <sup>nd</sup>	B+	2.52	2016	from:Nov2016 to:Nov2021
3 <sup>rd</sup>				from: to:
4 <sup>th</sup>				from: to:
5 <sup>th</sup>				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: 29/03/2006

### 7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiari

meeting	IQAC	1/2/2018,15/03/2018	14
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**Note: Some Quality Assurance initiatives of the institution are:**

*(Indicative list)*

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

**8. Provide the list of funds by Central/ State Government-**

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount

**9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: No**

\*upload latest notification of formation of IQAC

**10. No. of IQAC meetings held during the year: 2**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....

Yes/No :No

(Please upload, minutes of meetings and action taken report)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes No :No**

If yes, mention the amount:

Year:

**12. Significant contributions made by IQAC during the current year (maximum five bullets)**

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\*Workshop conducted on implementation of CBCS on 5/4/2018

\*Provide guidance to RUSA Monitoring Committee of the college for preparation of DPR to be submitted to the concerned authority.

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- 13.** Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
To prepare the stake holders for implementation of CBCS from the next academic year To guide RUSA Monitoring Committee	CBCS to be introduced from the next session i.e.2018-2019  DPR going to be submitted within stipulated period

- 14.** Whether the AQAR was placed before statutory body? Yes /No: Yes

Name of the Statutory body: Governing Body of the College, Date of meeting(s): 20/12/2018

- 15.** Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

**Yes/No:** No

**Date:**

- 16.** Whether institutional data submitted to AISHE: Yes/No: Yes

**Year:**

**Date of Submission:**

- 17.** Does the Institution have Management Information System?

**Yes :**        **No :No**

If yes, give a brief description and a list of modules currently operational.  
 (Maximum 500 words)

## Part-B

<b>CRITERION I – CURRICULAR ASPECTS</b>					
<b>1.1 Curriculum Planning and Implementation</b>					
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words					
Our Institution has a well defined and organised system of curriculum planning and documentation. The Institution fosters curriculum planning through Academic calendar at the beginning of each session .Which includes the syllabus, topics to be covered, number of classes required,examination schedule and so on. Teachers maintain Academic Diary and a Self Appraisal Diary on a regular basis.Teachers also have to fill in a Self Documented Report which is analysed by the Principal and a feedback through interaction is made available to all. Everything is properly documented especially classes taken,topics taught and student feedback in terms of attendance and class test is provided.Departmental meeting with the Principal is held which contain a detailed evaluation and documentation of everything done by the respective department.					
1.1.2 Certificate/ Diploma Courses introduced during the Academic year					
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development	
NA	NA				
<b>1.2 Academic Flexibility</b>					
1.2.1 New programmes/courses introduced during the Academic year					
<b>Programme with Code</b>	<b>Date of Introduction</b>		<b>Course with Code</b>	<b>Date of Introduction</b>	
NA					
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.					
Name of Programmes adopting CBCS	<b>UG</b>	<b>PG</b>	Date of implementation of CBCS / Elective Course System	<b>UG</b>	<b>PG</b>
Already adopted (mention the year) To be implemented from next academic session					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate		Diploma Courses		
No of Students	NA		NA		
<b>1.3 Curriculum Enrichment</b>					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
Value added courses		Date of introduction		Number of students enrolled	
NA					
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
NA					
<b>1.4 Feedback System</b>					
1.4.1 Whether structured feedback received from all the stakeholders.					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
No	No	No	No	No	

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

NA

## **CRITERION II -TEACHING-LEARNING AND EVALUATION**

### **2.1 Student Enrolment and Profile**

#### **2.1.1 Demand Ratio during the year**

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
Beng(H)	83		
Eng(H)	55	60	31
Education(H)	55	65	22
His(H)	27	58	23
Journalism & Mass Com	27	32	12
		40	21
B.com(H)	345		
B.Sc(H)	68	102	61
B.Com(G)	413	25	14
BA/B.Sc(G)	546	130	87
		450	226

#### **2.2 Catering to Student Diversity**

##### **2.2.1. Student - Full time teacher ratio (current year data)**

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017-2018	941		13	NA	

#### **2.3 Teaching - Learning Process**

##### **2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)**

Number of teachers on roll	Number of teachers using ICT ( <i>LMS, e-Resources</i> )	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
35	35	Computers,Laptops,L.C.D Projectors,Broad Band Connection	1	1	N-LIST,NDL

##### **2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)**

NA

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
NA	NA	NA

#### **2.4 Teacher Profile and Quality**

##### **2.4.1 Number of full time teachers appointed during the year**

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
16	13	3		5

#### 2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
NA	NA	NA	NA

#### 2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
	BA,B.Sc, B.Com	III Year	24/3/2018	5/5/2018

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Apart from regular examinations,periodical tests are conducted.Group discussions are held. Interactive sessions in the form ofDepartmental Seminars are held. Educational tours are conducted on which students have to do project work or a Term Paper.Internal Examination is introduced in the form of Project making where students get an opportunity to work in team and enjoy the experience of the teachers.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Institution fosters curriculum planning through Academic calendar at the beginning of each session .Which includes the syllabus, topics to be covered, number of classes required,examination schedule and so on.

#### 2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year	Pass Percentage
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			examination	
Beng(H)	12		5	41
Eng(H)	06		3	50
Education (H)	10		8	80
Journalis m &Mass Com	5		3	60
B.com(H)	46		13	28
B.Sc(H)	1		1	100
B.Com(G)	53		2	2.6
BA/B.Sc (G)	102		16	15

## 2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink) NA

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 Resource Mobilization for Research

3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	NA			
Minor Projects	NA			
Interdisciplinary Projects	NA			
Industry sponsored Projects	NA			
Projects sponsored by the University/ College	NA			
Students Research Projects ( <i>other than compulsory by the College</i> )	NA			
International Projects	NA			
Any other(Specify)	NA			
Total	NA			

### 3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)
NA		

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the	Name of the	Awarding	Date of Award	Category
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innovation	Awardee	Agency				
NA						
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year						
Incubation Centre	Name		Sponsored by			
NA						
Name of the Start-up						
Nature of Start-up		Date of commencement				
NA						
<b>3.3 Research Publications and Awards</b>						
3.3.1 Incentive to the teachers who receive recognition/awards						
State	National		International			
NA	NA		NA			
3.3.2 Ph. Ds awarded during the year ( <i>applicable for PG College, Research Center</i> )						
Name of the Department		No. of Ph. Ds Awarded				
3.3.3 Research Publications in the Journals notified on UGC website during the year						
	Department	No. of Publication	Average Impact Factor, if any			
National	ENG HIS	1 1				
International	NA					
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department		No. of publication				
JORA	EDCA	3(International) 2(National)				
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :						
No. of Faculty	International level		National level		State level	
Attended Seminars/ Workshops	3		5		1	
Presented papers	3		6		1	
Resource Persons			1		2	
<b>3.4 Extension Activities</b>						
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year						
Title of the Activities	Organising unit/ agency/ collaborating agency		Number of teachers <b>co-ordinated</b> such activities		Number of students participated in such activities	
	NA					
3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year						
Name of the Activity	Award/recognition		Awarding bodies		No. of Students benefited	
NA						
3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year						
Name of the scheme	Organising unit/ agency/ collaborating agency		Name of the activity		Number of teachers <b>coordinated</b> such activities	
NA						
<b>3.5 Collaborations</b>						
3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year						
Nature of Activity		Participant		Source of financial support		Duration
NA						
3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year						
Nature of linkage	Title of the linkage		Name of the partnering institution/ industry /research lab with contact details		Duration <b>(From-To)</b> participant	
NA						
3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year						

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs			
NA						
<b>CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES</b>						
<b>4.1 Physical Facilities</b>						
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year						
Budget allocated for infrastructure augmentation			Budget utilized for infrastructure development			
25,02,765			5,02,765			
4.1.2 Details of augmentation in infrastructure facilities during the year						
Facilities			Existing		Newly added	
Campus area			1acre10dcml			
Class rooms			23			
Laboratories			3			
Seminar Halls			1			
Classrooms with LCD facilities			1			
Classrooms with Wi-Fi/ LAN			1			
Seminar halls with ICT facilities			1			
Video Centre						
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.					1Desktop,1Over Head Projector,1White Screen,1Sound System	
Value of the equipment purchased during the year (Rs. in Lakhs)					3 lakhs	
Others						
<b>4.2 Library as a Learning Resource</b>						
4.2.1 Library is automated {Integrated Library Management System -ILMS }						
Name of the ILMS software		Nature of automation (fully or partially)		Version		Year of automation
Soul		Partially		English		2015
4.2.1 Library Services:						
	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	18,042		701			
Reference Books			09			
e-Books	NLIST		NLIST			
Journals	62		34			
e-Journals	N-LIST		N-LIST, NDL			
Digital Database	Same		Same			
CD & Video						
Library automation	SOUL		SOUL			



<b>4.3 IT Infrastructure</b>									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	64	36	25	2		13	15	2MBPS	
Added									
Total	64	36	25	2		13	15		
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
.....2MBPS..... MBPS /GBPS									
4.3.3 Facility for e-content									
Name of the e-content development facility					Provide the link of the videos and media centre and recording facility				
NA									
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc									
Name of the teacher		Name of the module			Platform on which module is developed		Date of launching e - content		
NA									

<b>4.4 Maintenance of Campus Infrastructure</b>			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
9,32,660	9,57,000	8,57,840	8,10,950
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. ( <i>maximum 500 words</i> ) (information to be available in institutional Website, provide link)			

**CRITERION V - STUDENT SUPPORT AND PROGRESSION**

<b>5.1 Student Support</b>			
5.1.1 Scholarships and Financial Support			
	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Student's Aid Fund	198	51,980
Financial support from other sources			
a) National			
b) International			

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
NA			

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
	NA				

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
None as such		

## 5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
NA					

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017-2018	5	Beng(H)	Beng	WBSU &	M.A,M.Sc
	1	Eng(H)	Eng	KU(DODL)	M.Com
	1	Geo(H)	Geo		
	3	Com(H)	Com		

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/qualifying	Registration number/roll number for the exam
NET		

SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

**5.2.4 Sports and cultural activities / competitions organised at the institution level during the year**

Activity	Level	Participants
Cultural Competition, Sports Competititon	College level	150

**5.3 Student Participation and Activities**

**5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)**

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
	NA					

**5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)**

**5.3 Alumni Engagement**

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):No

5.3.2 No. of ~~registered~~ enrolled Alumni: **937**

5.3.3 Alumni contribution during the year (in Rupees) : **Nil**

5.3.4 Meetings/activities organized by Alumni Association : **Nil**

**CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 Institutional Vision and Leadership**

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

NA

6.1.2 Does the institution have a Management Information System (MIS)?

Yes/No/Partial:No

<b>6.2 Strategy Development and Deployment</b>					
6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):					
❖ Curriculum Development:Curriculum is developed by WBSU and implemented by college					
❖ Teaching and Learning:Balanced combination of chalk and talk with modern teaching facilities like ICT and smart class rooms					
❖ Examination and Evaluation:College regularly conducts internal examinations like midterm ,tests and evaluates the overall performance of the students					
❖ Research and Development:Encourage teachers to under-take M.Phil and Ph.D level research					
❖ Library, ICT and Physical Infrastructure / Instrumentation:Maximum utilisation of library facilities,computer and ICT facilities by teachers and students					
❖ Human Resource Management:None as such					
❖ Industry Interaction / Collaboration : None as such					
❖ Admission of Students :Students admitted on merit basis as per university rules and the norms set by admission committee					
6.2.2 : Implementation of e-governance in areas of operations: NA					
❖ Planning and Development					
❖ Administration					
❖ Finance and Accounts					
❖ Student Admission and Support					
❖ Examination					
<b>6.3 Faculty Empowerment Strategies</b>					
6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year					
Ye ar	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support	
	NA				
6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year					
Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
	NA				
6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year					
Title of the professional development programme		Number of teachers who attended	Date and Duration (from – to)		

RC		1		6.3.18-26.3.18	
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):					
Teaching			Non-teaching		
Permanent		Fulltime	Permanent		Fulltime/temporary
1(temporary)					
6.3.5 Welfare schemes for					
Teaching			Provident Fund,Gratuity,Pension and Group Insurance		
Non teaching			Group Insurance,Provident Fund,Gratuity and Pension		
Students			Students Health Home		
<b>6.4 Financial Management and Resource Mobilization</b>					
6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each) Internally bursar oversees the activities of the accounts section in terms of taking regular stock of collection of cash from the students as fees,closes cashbook on daily basis etc. External Auditor is appointed to prepare the financial audit report to be submitted to the Government periodically.					
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)					
Name of the non government funding agencies/ individuals		Funds/ Grants received in Rs.		Purpose	
NIL					
6.4.2 Total corpus fund generated					
<b>6.5 Internal Quality Assurance System</b>					
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?					
Audit Type	External			Internal	
	Yes/No	Agency	Yes/No	Authority	
Academic			Yes	Principal, IQAC	
Administrative					
6.5.2 Activities and support from the Parent – Teacher Association (at least three)					
NA					

6.5.3 Development programmes for support staff (at least three)				
NA				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
Opening of new courses				
Preparation of RUSA proposal to be submitted to the concerned authority				
Construct a new building in college campus				
<b>6.5.5</b>				
a. Submission of Data for AISHE portal : Yes				
b. Participation in NIRF : No				
c. ISO Certification : No				
d. NBA or any other quality audit : No				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants
2017-18	IQAC meeting	1/2/2018,15/3/2018		14

**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 - Institutional Values and Social Responsibilities**

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male
NA			

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:  
Percentage of power requirement of the College met by the renewable energy sources

NA

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities		
Provision for lift	Yes	10
Ramp/ Rails	Yes	10
Braille Software/facilities		
Rest Rooms		
Scribes for examination		
Special skill development for differently abled students		
Any other similar facility		

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2017-2018		4	20-25Nov.2017	Health check up camp		20
			26-28Dec 2017	Traffic Management		30
			14-15Feb2018	Pulse Polio vaccination awareness campaign		15
			5-10March	Drive for cleanliness awareness		40

### 7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
Nil		

### 7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-----)	Number of participants
Nil		

### 7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

Plantation of trees in the campus,  
use of green generator

## 7.2 Best Practices

Describe at least two institutional best practices

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

- Maintaining an eco-friendly campus
- Initiatives to engage with and contribute to local community

## 7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust  
Provide the weblink of the institution in not more than 500 words

Our Institution promotes education to the less fortunate children of the surrounding areas. Our students visit the slum and take free classes of the children there. Bag, pencils and stationery are also provided to them. This is our how our institution tries to promote its mission and vision among the less fortunate by spreading the light of knowledge among them, inculcating awareness about the environment and motivating them to learn to know their surroundings and happenings in the world. Education is the other name of empowerment.

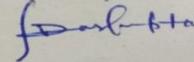
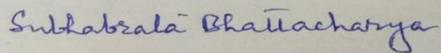


## 8. Future Plans of action for next academic year (500 words)

- Plan for opening of new courses like Honours in Economics and Sociology as a general course
- Construction of new G+5 building in college campus for 18 class rooms ,auditorium and central library

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Name :Dr.Sandip Dasgupta



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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