The Annual Quality Assurance Report (AQAR) of the IQAC

Dinabandhu Mahavidyalaya, as a NAAC-accredited institution, submits herewith its annual self-reviewed progress report or Annual Quality Assurance Report (AQAR). The AQAR is being sent through the IQAC of Dinabandhu Mahavidyalaya. The report, as per the recommendations of the NAAC, details the tangible results achieved by Dinabandhu Mahavidyalaya in key areas, specifically stressed upon by the institutional IQAC at the beginning of the academic year. This AQAR, corresponding to the academic session stretching from July 1, 2012 to June 30, 2013, is also a detailed document of the results of the perspective plan worked out by the IQAC.

Part – A

1. Details of the Institution

1.1 Name of the Institution

DINABANDHU MAHAVIDYALAYA

1.2. Address Line 1

P.O.: BONGAON, DIST: NORTH 24 PARGANAS

City / Town

BONGAON

State

WEST BENGAL

Pin

743235

Institution e-mail

info@dinabandhumahavidyalaya.org

Address Contact Nos.

Land: 03215-255044,

Mob: 09635753261

Name of the Head of the Institution:

Mr. Srikumar Mitra, Associate Professor, Teacher-in-charge

Tel. No. with STD Code:

033--25421061

Mobile:

09433293420

Name of the IQAC Co-ordinator

Dr. Sharmila De

Mobile:

09748329535

IQAC e-mail address:

nil

1.3 NAAC Track ID (For ex. MHCOGN 18879):_____None

1.4 Website address:

www.dinabandhumahavidyalaya.org

Web-link of the AQAR:

None

For ex. http://www.ladykeanecollege.edu.in/AQAR201213.doc

2

1.5 Accreditation Details :

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1.	1st Cycle	B		2004	2009
2.	2nd Cycle				
3.	3rd Cycle				
4.	4th Cycle				

1.6. Date of Establishment of IQAC : DD/MM/YYYY   03/01/2005

1.7. AQAR for the year *(for example 2010-11)* :   2012-2013

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 : 29/08/2005
  ii. AQAR: 30/08/2006
 iii. AQAR: 13/8/2007
  iv. AQAR:04/08/2008

1.9. Institutional Status :

University ☐   State ☐   Central ☐   Deemed ☐   Private ✓

Affiliated College   Yes ✓   No ☐

Constituent College   Yes ☐   No ✓

3

Autonomous college of UGC   Yes ☐   No ☑

Regulatory Agency approved Institution   Yes ☐   No ☑

(eg. AICTE, BCI, MCI, PCI, NCI)

Types 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 0

1.10 Type of Faculty/Programme

Arts ☑   Science ☑   Commerce ☐   Law ☐

PEI (Phys Edu) ☐

TEI(Edn) Management [   ]   Engineering [   ]   Health Science [   ]

Others(Specify) :   Distance Education under

i) Netaji Subhas Open University

ii) Kalyani University

iii)Rabindra Bharati University

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

West Bengal State University, Barasat

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

State

Autonomy by State/Central Govt./University

University with Potential for Excellence	NO	UGC-CPE	NO
DST Star Scheme	NO	UGC-CE	NO
UGC-Special Assistance Programme	NO	DST-FIST	NO
UGC-Innovative PG programmes	NO	Any other(*Specify*)	NO
UGC-COP Programmes	NO		

2. IQAC Composition and Activities

2.1 No. of Teachers

2012-13=8

2.2 No. of Administrative/Technical staff

2012-13=2

2.3 No. of students

0

2.4 No. of Management representatives

0

2.5No. of Alumni

0

2.6. No. of any other stakeholder and   community representatives

0

2.7 No. of Employers/ industrialists

0

2.8 No. of other External Experts

0

2.9 Total No. of members

2012-13=10

2.10 No. of IQAC meetings held

2 (Dates of meeting:21.8.2012, 23.4.2013)

2.11 *No. of meetings with various stakeholders:*   *No.*   0   *Faculty*   1

Non-Teaching Staff   0   *Students*   0   *Alumni*   0

Others   0

2.12 Has IQAC received any funding from UGC during the year? Yes ☐   No ☐

If yes, mention the amount   :   Nil

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   NA

2.14 Significant Activities and contributions made by IQAC :   NA

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 actions adopted and achievements by the IQAC during 2012-13

Plan of Action	Achievements
1. To implement the unfinished jobs according to the plan adopted in 2011-12.	. 1. New laboratories of Computer Science and Zoology have been constructed utilizing UGC and College funds, respectively.
2.Roof treatment of Physics laboratory.	2. A proposal to fill up the vacant posts of non-teaching staff has been submitted to the Higher Education Department Govt. of W.B. and twenty (20) non-teaching staff have been appointed on temporary basis.
3. To encourage the teachers for attending refresher course, orientation course, engage in research work, MRP,FDP etc.	3. Another proposal for filling up the Teaching posts has been submitted to the West Bengal College service Commission for approval.
4.Appointment of SPIO, Appellate authority of RTI(2012-13).	4. A reading room has been set up in the central library.
5. To conduct the seminars in different fields.	5.Roof treatment of Physics laboratory has been completed.
6. A distance education center to be established under RBU.	6. Encouragement and support to teachers for taking up research endeavor has been provided.
7. To set up a solar power system on the roof of the college.	7.One distance education center under RBU has been introduced.
8. A seminar room with projector, smart board to be set up.	8. SPIO and Appellate Authority under RTI Act 2005 was made through G.B. approval.
9. To set up CCTV surveillance at strategic locations including the central library.	9. Seven seminars have been organized by
10. Annual academic Calendar to be	

prepared and implemented.	different departments
11. Guest teachers to be appointed for different subjects.	10. Solar power utilization system has been set up on the Chemistry building roof.
12. NLIST registration for online access to journals and e- books to be done.	11. A seminar room with projector, smart board, CCTV have been set up at the ground floor of the old academic building.
	12. Annual academic Calendar has been implemented.
	13. Six Guest Teachers have been appointed for different subjects.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body : Yes ✓ No ☐

Management ☐ Syndicate ☐ Any other body ☐

Provide the details of the action taken   N.A.

Part – B
Criterion – I

1. **Curricular Aspects**

1.1 Details about Academic Programmes

Level of the programme	Number of existing programme	Number of programmes added during the year	Number of self financing programmes	Number of value added/ career oriented programmes
PhD				
PG	01		01	
UG	17		01	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others	KU(PG-04) RBU(PG-05) NSOU(UG-04, PG-10, Certificate-01)			
Total				
Interdisciplinary	None			
Innovative	None			

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

Pattern	Number of programmes
Semester	01
Trimester	00
Annual	03

1.3 Feedback from stakeholders*   Alumni | 0 | Parents | 0 |
   (On all aspects)

Employers | 0 | Students   ✓

Mode of feedback : Online | 0 | Manual | 0 |

Co-operating schools (for PEI) | 0 |

*Please provide an analysis of the feedback in the Annexure

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

NO

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

NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professor	Associate Professor	Professors	Others(PTT)	Reader/SGL
44	23	10	0	10	1

2.2. No. of permanent faculty with Ph.D.   20

2.3   No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professor		Associate Professor		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
	19								

2.4. No. of Guest and Visiting faculty and Temporary faculty   12   1

2.5.   Faculty participation in conferences and symposia :

No. of Faculty	International level	National level	State level
Attended		1	1
Presented papers		1	1
Resource Persons			

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

Routine up-gradation at regular intervals, Use of Smart classrooms, Wall magazines published by the students under the supervision of the teachers, Analysis of test results and counseling of students, Remedial Coaching and Tutorial classes for weaker section of the students, Felicitation of students acquiring more than 60 % marks. Information provided to students through web-site, prospectus and notice board in strategic positions thereby ensuring commitment and accountability. Different types of financial assistance are provided to the students by the college, State Govt., Central Govt. and other agencies. College provides support services to SC, ST, OBC, Economically weaker, physically disabled students and helps them to participate in various competitive exams through the provision of coaching classes, skill development courses and college publications. Supports are also given to slow learners. Support services provided to students in NET, SET. Institution has a structured mechanism for career guidance and placement of the Students in the form of Entry in Service scheme granted by UGC. Institution is sensitive to grievances and sexual harassment of students and devotes sincerest efforts to redress them though Women Cell. Women Cell is working for women empowerment, sensitization programme and awareness programme. Notices and drop boxes to receive complaints are displayed in the Principal's Office. The students' union of the college is very active and extends their supports in various academic and administrative bodies apart from considering the interest of the general students.

New laboratories of Computer Science and Zoology have been constructed utilizing UGC and College funds, respectively. A reading room has been set up in the central library. One distance education center under RBU has been introduced. Seven seminars have been organized by different departments. A seminar room with projector, smart board, CCTV have been set up at the ground floor of the old academic building. Annual academic Calendar has been implemented. Six Guest Teachers have been appointed for different subjects.

2.7. Total No. of actual teaching days during this academic year : 144(open=247)

2.8. Examination/Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) : **Nil**

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop : **03**

2.10. Average percentage of attendance of students

75%

2.11. Course/ Programme wise distribution of pass percentage:

Title of the programme	Total no. of students appeared	Pass %	Division			
			I %	II %	III %	Distinction %
B.A. Honours	369	97.56%	1.7%	98.3%	Nil	Nil
B.A. General	1096	96.89 %				
B.Sc. Honours	58	89.65 %	19.2%	80.7%		
B.Sc. General	67	91.04 %				

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

Routine up-gradation at regular intervals, Use of Smart classrooms, Wall magazines published by the students under the supervision of the teachers, Analysis of test results and counseling of students, Remedial Coaching and Tutorial classes for weaker section of the students, Felicitation of students acquiring more than 60 % marks. Information provided to students through web-site, prospectus and notice board in strategic positions thereby ensuring commitment and accountability. Different types of financial assistance are provided to the students by the college, State Govt., Central Govt. and other agencies. College provides support services to SC, ST, OBC, Economically weaker, physically disabled students and helps them to participate in various competitive exams through the provision of coaching classes, skill development courses and college publications. Supports are also given to slow learners. Support services provided to students in NET, SET. Institution has a structured mechanism for career guidance and placement of the Students in the form of Entry in Service scheme granted by UGC.

A reading room has been set up in the central library. One distance education center under RBU has been introduced. Seven seminars have been organized by different departments. A seminar room with projector, smart board, CCTV have been set up at the ground floor of the old academic building. Annual academic Calendar has been implemented. Six Guest Teachers have been appointed for different subjects.

2.13. Initiatives undertaken towards faculty development :

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	4
UGC – Faculty Improvement Programme	Smt. B.Rani, 2011 - 14
HRD programmes	
Orientation programmes	3
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	12	23		31
Technical Staff (Laboratory Attendant)	13	17		

Criterion – III

3. Research, Consultancy and Extension

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

Teachers are provided facilities to attend seminars, symposiums, conferences and encouraged to pursue their research work under the scheme of MRP, FDP, Refresher and Orientation Programmes. Initiatives are taken to upgrade the laboratory facilities in order to conduct basic research activities and motivate students towards scientific enlightenment.

3.2.   Details regarding Major Projects :

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.3.   Details regarding Minor Projects :

	Completed	Ongoing	Sanctioned	Submitted
Number	01	Nil	01	01
Outlay in Rs. Lakhs	Nil	Nil	91500/-	Nil

3.4.   Details on research publications

	International	National	Others
Peer Review Journals	10	6	
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5.   Details on impact factor of publications: NA

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	2012-14	UGC	1,18,000/-	91,500/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University*				
Any other(Specify)				
Total			1,18,000/-	91,500/-

3.7.   No. of books published i) With ISBN No. | 0 |

Chapters in Edited Books | 1 |

Ii) Without ISBN No. | 2 |

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: NIL

3.11. No. of conferences organized by the Institution:

Level	International	National	State	University	College
Number			2		5
Sponsoring agencies			UGC		UGC/College

3.12. No. of faculty served as experts, chairpersons or resource persons : | 0 |

3.13. No. of collaborations : International [0]   National [0]   Any other [ ]

3.14. No. of linkages created during this year : [0]

3.15. Total budget for research for current year in lakhs : Nil

From Funding agency [ ]   From Management of University/College [ ]

Total [ ]

3.16 No. of patents received this year :

Type of Patent		Number
National	Applied	NIL
	Granted	
International	Applied	
	Granted	
Commercialized	Applied	
	Granted	

3.17. No. of research awards/ recognitions received by faculty and research fellows of the institute in the year : NA

Total	International	National	State	University	Dist	College

3.18.   No. of faculty from the Institution who are Ph. D. Guides | 1 |

And students registered under them | 0 |

3.19. No. of Ph.D. awarded by faculty from the Institution | 0 |

3.20. No. of Research scholars receiving the Fellowships (Newly enrolled +
existing ones) NA

JRF | | SRF | | Project Fellows | | Any other | |

3.21. No. of students Participated in NSS events:

University level | 200 | State level | |

National level | | International level | |

3.22. No. of students Participated in NCC events:

University level | | State level | 120 |

National level | | International level | |

3.23 No. of Awards won in NSS:

University level | 2 | State level | |

National level | | International level | |

3.24 No. of Awards won in NCC:

University level [　　]   State level [2]

National level [　　]   International level [　　]

3.25. No. of Extension activities organized:

University forum [　　]   College forum [　　]

NCC [5]   NSS [5]   Any other [　　]

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

Facilities like College web-site is upgraded regularly to provide updated information to the students, staffs and teachers. Developmental activities of the college are announced through the website requesting quotations from reputed concerns. Online admission facilities are implemented for smooth and transparent accomplishment of the process. SPIO and Appellate Authority under RTI Act 2005 was made through G.B. approval. RTI Cell, Grievance Redressal Cell and Women's Cell are fully operative to provide consultancy to the concerned person.

Seven seminars have been organized by different departments. New laboratories of Computer Science and Zoology have been constructed utilizing UGC and College funds, respectively. Roof treatment of Physics laboratory has been completed. One distance education center under RBU has been introduced.

A socio-economical surveys, cleaning of campus and surroundings of college, literacy programmes   as well as Health camps for local people are conducted by the volunteers of NSS and cadets of NCC units of the college. Teachers and students of various departments also participate in these programmes.

Solar power utilization system has been set up on the Chemistry building roof. A seminar room with projector, smart board, CCTV have been set up at the ground floor of the old academic building.

A proposal to fill up the vacant posts of non-teaching staff has been submitted to the Higher Education Department Govt. of W.B. and twenty (20) non-teaching staff have been appointed on temporary basis. Another proposal for filling up the Teaching posts has been submitted to the West Bengal College service Commission for approval. Six Guest Teachers have been appointed for different subjects.

Governing Body meetings are held at regular intervals to discuss issues related to the development and improvement of the Institutional activities. The resolutions are implemented at the earliest. Staff benevolent Fund has been generated to provide emergency loan for the members in need.

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	13.39 acres			
Class rooms	35			
Laboratories	8	2	College UGC	3,50,000/- 2,53,197/-
Seminar Halls	1	1	UGC	1,54,855/-
No. of important equipments purchased(≥ 1-0 lakh) during the current year				
Value of the equipment purchased during the year (Rs. in Lakhs)			UGC College	13,75,654/- 1,65,803/-
Others			UGC	6,09,894/-

4.2 Computerization of administration and library :

PF transaction is done through software in the office.

4.3. Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13,381	Not yet calculated	405	1,09,776/-	13,786	1,09,776/-
Reference Books	2,551	975/-	44	12,240/-	2,595	13,215/-
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	Nil	--	35 issues	6390/-	35 issues	6390/-
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	1200 (approx.)	--	1500 (approx.)	--	2700 (approx.)	--
CD & Video	05	Found from text Books	04	Found from text Books	09	Found from text Books
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	30	3	21	20		1	17	
Added	10	0	0	0		0	0	
Total	40	3	21	20		1	17	

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

Librarian Sri Dinabandhu Mondal attended National Workshop on FLOSS Based Library Digitalization Software – Dspace (30th June – 2nd July 2012) at Regional College of Management Autonomous, Bhubaneshwar. He also attended the National Mission on Education through ICT: NMEICT Project: Library Automation and Resource Sharing Network (sponsored by MHRD) workshop Series at DLIS, KU (19 – 22 September, 2012)

4.6. Amount spent on maintenance in lakhs

i)   ICT   1.09797

ii) Campus Infrastructure and facilities   .04890

iii) Equipment   7.90757

iv) Others   13.01650

Total :   **22.07094**

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services:

- Distance Education under R.B.U.(starting from 2012)
- Net Coaching (starting from 2012)

5.2 Efforts made by the institution for tracking the progression:

- Keeping track of classes.
- Monitoring attendance of Students.
- Conducting tutorials and internal assessment.
- Feedback of 3rd year students regarding the curriculum

5.3 (a) Total Number of students

UG	PG	Ph.D	Others
6450	70		

(b) No. of students outside the state   0

(c) No. of international students   0

Men

No.	%
3591	55.68

Women

No.	%
2859	44.32

(d) Demand ratio: 3055:6180   Dropout %: 5.2

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

- NET coaching (SC -12, OBC-09)
- Remedial coaching=189
- Entry-in-service=34
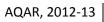
No. of students beneficiaries   None

5.5. No. of students qualified in these examinations

NET   1   SET/SLET [ ]   GATE [ ]   CAT [ ]

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others [ ]

5.6. Details of student counselling and career guidance :

Students of the 3rd year ,PG and ex-students of the college are arranged for carrier oriented guidance.

No. of students benefitted   55

5.7 Details of campus placement:

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	0

5.8 Details of gender sensitization programmes :   None

5.9 Students Activities :

5.9.1 No. of students participated in Sports, Games and other events :

State/ University level   3   National level   2   International level ☐

No. of students participated in cultural events:

State/ University level   2   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   1   International level ☐

Cultural: State/ University level ☐   National level ☐   International level ☐

5.10. Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		41400/-
Financial support from Government	SC+ST+OBC=3541 Biri Shramik = 546 Minority = 250	11,03,000/-

5.11. Student organised / initiatives

Fairs : State/ University level ☐   National level ☐   International level ☐

Exhibition : State/ University level ☐   National level ☐   International level ☐

5.12. No. of social initiatives undertaken by the students | 12 |

5.13. Major grievances of students (if any) redressed_____No_____

Criterion – VI

6. Governance, Leadership and Management

6.1. State the Vision and Mission of the institution

MISSION- To develop and empower students as future citizens through imparting education that fosters knowledge and skill, promotes values as honesty, truth, equality, courage and self-respect; mould character through rigour and self-discipline and create an open mind capable of assimilating the good and rejecting the bad. The commitment is to produce well trained, morally upright and socially committed citizens. To create an atmosphere perfectly conducive to learning and true enlightenment and ensure quality in education.

VISION- The vision statement of Dinabandhu Mahavidyalaya College is to materialize the view of Swami Vivekananda, 'Education is the manifestation of perfection already in man' into reality.

- Dissemination of knowledge for academic enrichment and personal growth.
- Inculcating egalitarian, non-parochial and pluralistic values in addition to the core operative values of society.
- Imparting education that balances academic excellence per se and training for employability.
- To foster an environment of intellectual vigour and moral rectitude.
- Promotion of all round development of students for facing all futuristic challenges.

6.2. Does the Institution has a management Information System :

- No
- But the Governing Body(GB) ensures work distribution and management among all stakeholders,
- Classes are monitored through Academic-in-charge.

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

6.3.1. Curriculum Development:

Every department prepare their departmental academic calendar and every year they are revised and updated. Flexibility in choosing subject combinations is ensured. The college encourages the faculty members to participate in UG Board of Studies meeting. The faculty members are encouraged to attend workshops on curriculum restructuring and modification.

6.3.2.Teaching and Learning:

The teachers employ the best practices in teaching and learning along with engaging students actively amongst themselves as well as faculty members. Periodic assessments are made to evaluate their academic performances. The teachers also refer to the use of modern tools such as computer and other electronic media. Other techniques employed to enhance teaching-learning includes up-gradation of library, giving impetus to class presentations, wall magazines, group discussions, debates, special lectures and field visits. Teachers are provided opportunities to go for Refresher/Orientation Programmes.

6.3.3. Examination and Evaluation:

The college conducts regular test examinations to monitor the progress of students. Students are evaluated regularly for university examinations. The students are assessed for their comprehensive ability through class tutorials. Faculty members meet regularly to assess students' performance. Continuous internal assessment for lab-based subjects in Practical papers. IQAC makes sure that Test results are published on time and results of Honours subjects are analyzed by the departmental teachers.

6.3.4. Research and Development :

One Faculty member was given extension of FDP (Faculty Development Programme) leave as per the rules of the UGC.

6.3.5. Library, ICT and physical infrastructure / instrumentation :

The college utilizes the grants of UGC, State Government Grants and College Funds for library up-gradation, purchase of books for central as well as departmental libraries. The college also provides funds for purchasing and maintaining laboratory equipment and other items required for departmental needs. Earnest efforts are made to provide ICT facilities; partial computerization of library has been achieved. Steps are taken to ensure regular maintenance of other physical infrastructures.

6.3.6 Human Resource Management :

Different committees have been formed with both teaching and non-teaching faculties as committee members to assist in the day to day administration of the college. The records of the staff are maintained including salary, PF, Leave etc. Staff up-gradation is achieved through Refresher Courses and Orientation programmes, Faculty Development Programmes, seminars and workshops.

6.3.7 Faculty and Staff recruitment :

New Twenty non-teaching staff (casual) were recruited.

6.3.8 Industry Interaction / Collaboration :

NA

6.3.9 Admission of Students:

Students are admitted into various courses strictly on the basis of merit. Admission to general and reserved categories is made strictly on the basis of merit. In this respect, Government/University norms are adhered to. Success has been achieved in implementing partial on-line admission procedure.

6.4 Welfare schemes for

Teaching	Co-operative, Group Insurance
Non-teaching	Co-operative Group Insurance
Students	Health Home

6.5 Total corpus fund generated(as on 31.3.2013) :   73.77 lakh
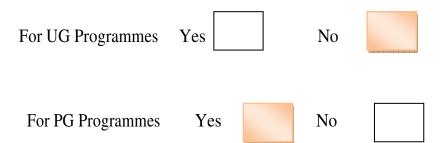
6.6 Whether annual financial audit has been done : Yes [ ] No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	No		No	

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? | NA |

6.11 Activities and support from the Alumni Association : | NO |

Activities and support from the Parent – Teacher Association: | Yes |

6.13   .Development programmes for support | No |

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

Measures are taken to beautify the gardens both within the old college building (garden 1) and develop new garden in front of the administrative building designated as 'garden 3'.

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.

> 1. A seminar room, equipped with projector, smart board, and CCTV, has been set up on the ground floor of the old academic building.
> 2. Annual academic Calendar has been implemented.

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

> 1. New laboratories of Computer Science and Zoology have been constructed utilizing UGC and College funds, respectively.
> 2. A proposal to fill up the vacant posts of non-teaching staff has been submitted to the Higher Education Department Govt. of W.B. and twenty (20) non-teaching staff have been appointed on temporary basis.
> 3. Another proposal for filling up the Teaching posts has been submitted to the West Bengal College service Commission for approval.
> 4. A reading room has been set up in the central library.
> 5. Roof treatment of Physics laboratory has been completed.
> 6. Encouragement and support to teachers for taking up research endeavor has been provided.
> 7. One distance education center under RBU has been introduced.
> 8. SPIO and Appellate Authority under RTI Act 2005 was made through G.B. approval.
> 9. Seven seminars have been organized by different departments
> 10. Solar power utilization system has been set up on the Chemistry building roof.
> 11. A seminar room with projector, smart board, CCTV have been set up at the ground floor of the old academic building.
> 12. Annual academic Calendar has been implemented.
> 13. Six Guest Teachers have been appointed for different subjects.

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

1. One distance education center under RBU has been introduced.
2. An RTI Cell was established, under approval of the G.B., comprising an SPIO and Appellate Authority under the provisions of the RTI Act 2005, to respond to and honour the right of students to information.

3. Governing Body has appointed a senior Teacher as Academic –in-charge to look after the academic affairs of the college.

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

1. A green-belt initiative was undertaken with the aim to make the premises healthy and pollution-free, making the college surroundings a better place to breathe in.
2. Driven by the awareness of the extremely fatal impact of active as well as passive smoking, the college was declared a smoke-free zone, making smoking a severely punishable offence in the premises of the college.

7.5 Whether environmental audit was conducted?   Yes [   ]   No [   ]

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

None

8. Plans of institution for next year:

1.To implement the unfinished jobs according to the plan adopted in 2010-11.

2.Roof treatment of Physics laboratory.

4. To encourage the teachers for attending refresher course, orientation course, engage in research work, MRP,FDP etc.

4. Appointment of SPIO, Appellate authority of RTI(2012-13).

5. To conduct the seminars in different fields.

6. A distance education center to be established under RBU.

6. To set up a solar power system on the roof of the college.

7. A seminar room with projector, smart board to be set up.

8. To set up CCTV surveillance at strategic locations including the central library.

9. Annual academic Calendar to be prepared and implemented.

Name------------------------------------   *Name---------------------------------*

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*