



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, 2013 to June 30, 2014, is also a detailed document of the results of the perspective plan worked out by the IQAC.

Part – A

I. 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:

9433293420

Name of the IQAC Co-ordinator

Dr. Sharmila De

Mobile:

9433293420

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>

1.5 Accreditation Details :

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

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

03/01/2005

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

2013-2014

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

- i. AQAR : 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

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) Engineering Health Science
Management

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

Autonomy by State/Central Govt./University

State

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

2013-14=7

2.2 No. of Administrative/Technical

2013-14=3

2.3 No. of students

0

2.4 No. of Management representatives

0

2.5 No. 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

2013-14=10

2.10 No. of IQAC meetings held

3(date of meeting: 29.8.2013, 12.4.2014, 17.6.2014)

2.11 No. of meetings with various stakeholders: No.

0

Faculty

2

Non-Teaching Staff

0

Students

0

Alumni

0



Others

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

If yes, mention the amount :

Rs. 300000/-
Vide letter no. FIQAC/W-354/13-14 dt. 19.3.2014

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC:

Total Nos International National State

Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC : 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 2013-2014

Plan of Action	Achievements
1.To implement the unfinished jobs according to the plan adopted in 2010-11.	1.Committee of Women's cell has been revised.
2. Women's Cell activities to be rejuvenated.	2. Felicitation programme of the students obtaining 60% and above marks in University Exams has been organized.
3. Felicitation of students obtaining 60% and above marks in University Exams.	3. Extension of Botany laboratory has been approved by GB and a fund was allocated from the development grant of Rs. 10,00000/- sanctioned by the West Bengal Government. The official process of execution of the work has been also initiated.
4. Extension of the existing Botany laboratory was proposed.	4. NLIST registration were done and online access to 6000 e-journals and 97000 e- books has been established.
5. Purchase of a telescope to promote sky watching among students.	5. Annual academic calendar has been made.
6. Improvement of existing annual academic calendar has been proposed.	6. History Club has been founded by Department of History on 13.12.2013 .Six seminars have been organised by this department. Distinguished speakers delivered their valuable speeches in these seminars.
7. Setting up of a History Club under the leadership of the History department was patronized.	

* *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 programmes	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	Kalyani University (PG-04) Rabindra Bharati University (PG-05) Netaji Subhas Open University (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*
(On all aspects)

Alumni

0

Parents

0

Employers

0

Students

0

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	Assistant Professor	Associate Professor	Professors	Others(PTT)	Reader/SGL
44	23	10	0	10	1

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

21

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
2	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		3	2
Presented papers		3	2
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 of various Departments 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 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 through Women Cell. Women Cell is working for women empowerment, sensitization programme and awareness programme. Committee of Women's cell has been revised. 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. Extension of Botany laboratory has been approved by GB and a fund was allocated from the development grant of Rs. 10,00000/- sanctioned by the West Bengal Government(SAP). The official process of execution of the work has been also initiated.

NLIST registration was done and online access to 6000 e-journals and 97000 e-books has been established. A telescope to perform sky watching has been purchased. Annual academic calendar has been made. History Club has been founded by Deptt. Of History on 13.12.2013 .Six seminars have been organised by this department. Distinguished speakers delivered their valuable speeches in these seminars.



2.7. Total No. of actual teaching days during this academic year : **133(open=222)**

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	312	96.7%	.3%	99.7%	Nil	Nil
B.A. + B.Sc. General	1435	75 %				
B.Sc. Honours	71	91.5 %	4%	96%		



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 of various Departments 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. 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. 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. NLIST registration were done and online access to 6000 e-journals and 97000 e-books has been established. Annual academic calendar has been made. History Club has been founded by Deptt. Of History on 13.12.2013 .Six seminars have been organised by this department. Distinguished speakers delivered their valuable speeches in these seminars.



2.13. Initiatives undertaken towards faculty development :

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	7
UGC – Faculty Improvement Programme	Smt. B. Rani, 2011 - 14
HRD programmes	
Orientation programmes	1
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	10	25		32
Technical Staff (Laboratory Attendant)	12	18		



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	Nil	1	2	Nil
Outlay in Rs. Lakhs	Nil	Nil	6,40,000/-	Nil



3.4. Details on research publications

	International	National	Others
Peer Review Journals	3	2	
Non-Peer Review Journals		3	
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 organizations:

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2013-15	UGC	6,40,000/-	5,55,000/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (<i>other than compulsory by the University</i>)		DST / SERB, Govt of India	19,56,000/-	12,39,877/-
Any other(Specify)				
Total			25,96,000/-	17,94,877/-



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

1

Chapters in Edited Books

1

ii) Without ISBN No.

3

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
Sponsoring agencies					College/NGO

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

Totals

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

0

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	<input type="text"/>	State level	<input type="text" value="120"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="2"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text" value="3"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25. No. of Extension activities organized :

University forum	<input type="text"/>	College forum	<input type="text"/>
NCC	<input type="text" value="4"/>	NSS	<input type="text" value="7"/>
		Any other	<input type="text"/>



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. RTI Cell, Grievance Redressal Cell and Women's Cell are fully operative to provide consultancy to the concerned person.

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.

Felicitation programme of the students obtaining 60% and above marks in University Exams has been organized. Extension of Botany laboratory has been approved by GB and a fund was allocated from the development grant of Rs. 10,00000/- sanctioned by the West Bengal Government(SAP). The official process of execution of the work has been also initiated.



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	37			
Laboratories	8			
Seminar Halls	2			
No. of important equipments purchased(\geq 1-0 lakh) during the current year				
Value of the equipment purchased during the year (Rs. in Lakhs)			COLLEGE	2.19941
Others			COLLEGE	.34600

4.2 Computerization of administration and library :

None



4.3. Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13,786	Not yet calculated	Nil	--	13,786	Not yet calculated
Reference Books	2595	Not yet calculated	Nil	--	2595	Not yet calculated
e-Books	Nil	Nil	97000	Nil	97000	Nil
Journals	35 issues	6390/-	7 issues	350/-	42 issues	6740/-
e-Journals	Nil	Nil	6000	Nil	6000	Nil
Digital Database	2700 approx	--	1500 (approx.)	--	4200 (approx.)	--
CD & Video	09	Found from text Books	Nil	--	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	40	3	21	20		1	17	
Added	21	1	0	0		0	0	
Total	61	4	21	20		1	17	



4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.): None

4.6. Amount spent on maintenance in lakhs

i)	ICT	1.36993
ii)	Campus Infrastructure and facilities	0
iii)	Equipment	9.83474
iv)	Others	42.61161
	Total :	53.81628



Criterion – V

5. Student Support and Progression

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

- Extension of Botany laboratory
- New laboratory for Computer Science
- Roof treatment of Physics laboratory
- Seminars organized by seven different departments
- Solar system
- Seminar room with projector, smart board, CCTV has been set up
- Remedial coaching, NET coaching.

5.2 Efforts made by the institution for tracking the progression:

The attendance of the students are monitored and regularly intimated if they fall short of it. Tutorials and test examinations are conducted to assess the progress of the students. The faculty often meets to discuss the test results and their subsequent progress. The Students Welfare Sub-Committee often meets to discuss the students' needs and requirements.

5.3 (a) Total Number of students

UG	PG	Ph.D	Others
7379	72	0	

(b) No. of students outside the state

0

(c) No. of international students

0



Men

No.	%
4167	56.47

Women

No.	%
3212	43.53

Last year						This year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2836	2602	60	952	0	6450	2983	3042	62	1292	0	7379

(d) Demand ratio: 3019:8071 Dropout %: 6

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

NET coaching, Coaching for Competitive Examinations for Entry in Services Scheme with Orion Competition Success from Feb-April 2013.

No. of students beneficiaries

Net Coaching=31

Entry-in-service=25

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

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

No. of students benefitted

56

5.7 Details of campus placement:

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

5.8 Details of gender sensitization programmes:

Seminar on “Save the Girl Child “along with documentary by Narayan Tala Mass Communication Centre (NGO).

5.9 Students Activities :

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

State/ University level 4 National level 4 International level



No. of students participated in cultural events:

State/ University level

Quiz & Mock Parliament

National level

International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level

1

National level

2

International level

Cultural: State/ University level

National level

International level

5.10. Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		10,000/-
Financial support from Government	SC+ST+OBC=3950 Bidi Shramik = 421 Minority= 419 Handicapped = 02 Govt. of West Bengal (Swamiji Vivekananda) = 31	4,18,900/-
Financial support from other sources	Sitaram Jindal = 02	
Number of students who received International/ National recognitions		



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

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(member of Board of Studies) 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 :

Principal investigators of the Research Projects are provided adequate autonomy in conducting research work. The teachers are encouraged to take up Major and Minor Research Projects. At various points of time members from different faculties are encouraged to for Faculty Development Programmes. A Research Cell is functional which guides and encourages the faculty members to apply for financial grant to different agencies like UGC, DST etc. Teachers are encouraged to participate in relevant seminars and workshops. Students are also motivated to take up research projects under the guidance of their departmental teachers. One of the faculty members was granted extension of FDP leave for one year as per UGC norms.



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 :

Six guest faculties for different departments have been recruited. One casual employee has also been 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. Notification of Admission procedure, on line form distribution, publication of merit list and all the important information regarding admission procedure have been notified through our Website. Merit list . 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 31.3.2014) : 64.16 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 :

Yes



6.12. Activities and support from the Parent – Teacher Association:

Yes

6.13 Development programmes for support staff :

No

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

Initiatives are taken for proper disposal of waste materials and for this dustbins have been installed at different points within the campus. In this respect, the college NSS units play an important role. They immensely contribute in maintaining college surroundings clean. The college has installed solar light system and smoke-free generator. While an orchard has been developed at the back of the college campus, flower gardens are maintained both in front of the administrative building and inside the old building campus.



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. NLIST registrations were done which would provide online access to 6000 e-journals and 97000 e- books.
2. Felicitation programme of the students obtaining 60% and above marks in University Exams has been organized.

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

1. The constitution of the Women's cell has been thoroughly revised.
2. Felicitation programme of the students obtaining 60% and above marks in University Exams has been organized.
3. Extension of Botany laboratory has been approved by GB and with fund allocated from the development grant of Rs. 10,00000/- sanctioned by the West Bengal Government(SAP). The official process of execution of the work has been also initiated.
4. NLIST registrations were done and online access to 6000 e-journals and 97000 e- books has been established.
5. Annual academic calendar has been prepared.
6. History Club has been founded by Department of History on 13.12.2013 .Six seminars have been organised by this department. Distinguished speakers delivered their valuable speeches in these seminars.



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

1. Felicitation programme of the students obtaining 60% and above marks in University Exams has been organized
2. Annual academic calendar has been prepared.

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

7.4 Contribution to environmental awareness / protection

1. Solar lights were installed in place of electrical lights.
2. 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.
3. 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):

SWOT: Yes



8. Plans of institution for next year:

1. Expansions shall be made in the college curriculum with the introduction of honours in Computer Science, while new disciplines like Physical Education and Sociology shall be introduced.
2. Funds from the UGC and the state government shall be sought for construction of a new building as the existing number of class rooms is inadequate to accommodate the massive number of students.
3. A room on the 2nd floor of the Administrative Building, earmarked for accommodation of guests, shall be thoroughly renovated for the purpose.
4. Vital sections of the college's office, e.g. cash collection and admission, shall be computerized so that such immensely important activities can be performed as rapidly as possible and with minimum error.

Name-----

Signature of the Coordinator, IQAC

Name-----

Signature of the Chairperson, IQAC