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, 2017 to June 30, 2018, 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: 9477406744(Principal)
Name of the Head of the Institution:		Dr. Biswajit Ghosh, Principal
Tel. No. with STD Code		033--24418323
Mobile:		9477406744
Name of the IQAC Co-ordinator		Dr. Sujit Kumar Kar
Mobile:		9433330115
IQAC e-mail address:		iqacdbm@gmail.com

1.3. NAAC Track ID (For ex. MHCOGN 18879): WBCOGN11818

1.4. Website address: www.dinabandhumahavidyalaya.org

Web-link of the AQAR:

http://www.dinabandhumahavidyalaya.org/pdf/AQAR-2017-2018.pdf

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

1.5 *Accreditation Details :*

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1.	1st Cycle	B		2004	2009
2.	2nd Cycle	B	2.30	2016	2021
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) :* 2017-2018

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)*

After second cycle : AQAR 2016-17 submitted to NAAC on 16.9.2017.

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

Yes ☐ No ✓

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* — 2017-2018 =7

2.2 *No. of Administrative/Technical staff* — 2017-2018 =1

2.3 *No. of students*	0
2.4 *No. of Management(Governing Body) representatives*	3
2.5 *No. of Alumni*	0
2.6. No. of any other stakeholder and community representatives	1
2.7 *No. of Employers/ industrialists*	0
2.8 *No. of other External Experts(VC of WBSU)*	1
2.9 *Total No. of members*	2017-2018=13
2.10 *No. of IQAC meetings held*	1(date of meeting: 11.8.2017)
2.11 *No. of meetings with various stakeholders:*	17
Faculty	16(one with each faculty)

Non-Teaching Staff 1 Students 0 Alumni 0

Others/Guardians 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 No 2 International [ ] National [ ] State [ ]

Institution Level 2

(ii) Themes

1. Title: "Human Evolution: Million Years Journey".

Speaker: Dr. Biswanath Sarkar, Former Superintending Anthropologist, Anthropological Survey of India and Research Officer, Kabigaan Academy, Bongaon, West Bengal.

Date: 04/08/2017. No. of participants: 120.

2. Title: "Food Processing Industry", a collaborative effort by Dinabandhu Mahavidyalaya and Directorate of Distance Learning (DODL), University of Kalyani, Kalyani, Nadia, West Bengal. Resource person: Dr. Arnab Kumar Maity, Director, DODL, University of Kalyani. Date: 12/08/2017. No. of participants: 58.

a)The IQAC has taken active initiative towards helping the various academic departments of the college in preparing their respective schedules of classes as well as academic calendars for the academic session.

b)The IQAC has held meetings with teachers to encourage them towards taking part in various academic programmes in order to enrich themselves and impart that enrichment to the students

c)The IQAC has taken initiative for making the CBCS mode of the curriculum under WBSU that is to be introduced in the next academic session (2018-19) smoothly operable.

d)The IQAC has provided utmost support to the students, with special attention to the slow learners, aiding them in their learning process.

e) Two seminars have been organised by IQAC at institutional level.

f) IQAC took active part in organizing "Library Day" which was observed by Central Library on the birthday of S.R. Ranganathan, 19/08/2017 in the presence" of Dr. Arnab Kumar Maity, Director, DODL, University of Kalyani.

g) IQAC motivated a visit to Indian Museum with a contingent of 22students guided by teachers on 3.2.2018,

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 2017-2018

Plan of Action	Achievements/Outcomes
i)The Academic Calendars of all the academic departments are to be prepared ii) Ovation to be accorded to students who have secured First Class in the University examinations in the various disciplines. iii)Number of ICT-enabled class rooms to be increased. iv)Infrastructure development, most importantly, renovation of existing classrooms to be done. v)Proper orientation of teaching and non-teaching staff to be done to make them capable of conducting the CBCS mode of education which is to be introduced in the next academic session (2018-19) . vi)Measures to be taken for filling up vacant posts of teaching and non-teaching staff.	i) The Academic Calendars of all the academic departments have been prepared. ii) Ovation was accorded to students who have secured First Class in the University examinations in the various disciplines(Part I,II,III) as well as students of schools in the region who have performed exceptionally well in the Madhyamik and Higher Secondary Examinations,2018. iii) The process for increasing the existing number of ICT-enabled classrooms has been initiated. iv)The renovation of existing classrooms has been done.

vii) The Screening / Selection Committee Meetings to be held for promotion of teachers under CAS. viii) Observation of Swachha Bharat Aviyan, holding an anti-tobacco rally and consciousness programme, observation of international Yoga Day through NCC and NSS should be observed. ix) Arrangements to be made for receiving feedback online from students of 3rd Year (Honours) and their guardians. A web link is to be created through which the said students and their guardians can submit the same. x) Seminars to be organised.	v)The teaching and non-teaching staff have been duly counselled and oriented on all necessary and finer details of conducting the CBCS mode of education. They have been advised and encouraged to participate in all seminars and conferences held in various places in this regard. vi) Measures to be taken for filling up vacant posts of teaching and non-teaching staff. vii) The Screening/ Selection committee meetings for the promotion of 6 teachers (3 of Assistant Professor and 3 from Assistant Professor to Associate Professor) has been completed viii)Swachha Bharat Aviyan, international Yoga Day, and anti-tobacco rally have been successfully conducted by the NCC units of the college. ix) Feedback has been received online from students of 3rd Year (Honours) as well as their guardians. x) Two seminars organised.

* *Attach the Academic Calendar of the year as Annexure.*

2.16 *Whether the AQAR was placed in statutory body :*

Yes ✓ No

Management Syndicate Any other body

**Provide the details of the action taken:* *Please see entry at 7.2*

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	19			
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 No Parents Yes

Employers No Students Yes

Mode of feedback : Online Yes Manual No

Co-operating schools (for PEI) No

(web link(https://goo.gl/forms/2JxYSRVaTt12h9LQ2)

**Please provide an analysis of the feedback in the Annexure*
(https://drive.google.com/file/d/1RCbYXh8TnAZSpPAZvhPbcv15EZXHq8sA/view?usp=sharing)

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	Principal	Assistant Professor	Associate Professor	Librarian	Professors	Others (PTT)	Reader /SGL
50	1	31	7	2	0	9	0

2.2 *No. of permanent faculty with Ph.D. :* 22

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

Asst. Professor		Associate Professor		Professors		Others(Librarian)		Total	
R	V	R	V	R	V	R	V	R	V
2	1	0	0	0	0	0	0	2	1

2.4 *No. of Guest and Visiting faculty and Temporary faculty*

14(Guest)(UG)

7(Visiting faculty((PG)

2.5 *Faculty participation in conferences and symposia :*

No. of Faculty	International level	National level	State level
Attended	2	11	5
Presented papers	5	5	4
Resource Persons	4	2	1
Poster presentation	0	0	0
Short Term Course	0	0	1

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

The institution has been adopting several innovative steps with the avowed aim to make the teaching-learning process more effective.

The foremost among these have been the updating of the routine at regular intervals, use of smart classrooms, taking necessary steps to get wall magazines published by the students of various departments under the supervision of the teachers, analysis of test results and counselling of students based on the results of the analysis, regularly holding remedial coaching and tutorial classes for weaker sections of the students, felicitation of students who have scored more than 60 % marks in the university examinations.

The college encourages the utmost usage of latest technology at its disposal so that the most advanced form of education can be provided to students. The ICT-enabled classroom is regularly used by several teachers of various departments with this end in view.

College provides support services to SC, ST, OBC, as well as economically weaker and physically disabled students and provides them with the facility of coaching classes so that they can successfully tackle various competitive exams and skill development courses. Support is also given to slow learners. Support services are provided to students for facing difficult examinations like the NET and the SET.

The central library has been fully overhauled. Apart from physical books, it now includes 6000+ e-journals titles and 31,35,000+ e-book titles which can be accessed online under the N-LIST registration. 168 text books, 3 reference books, and 14 journals have been added to the 101 journals taking the total to 115. Moreover, 516 digital databases have been newly added, taking the total to 12996.

Annual academic calendar has been prepared.

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

179(open=241)

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 (2018)*

Programme Code	Programme Name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
B.A.	Honours	253	235	92.88
B.A.	General	1511	1106	73.2
B.Sc.	Honours	72	54	81.94
B.Sc.	General	143	123	86
B.Com.	Honours	0	0	0
B.Com.	General	0	0	0
P.G.	Bengali	29	29	100

The following successful students have been ranked among all students under West Bengal State University in B.A./B.Sc./B.Com Part III Examinations, 2018 from Dinabandhu Mahavidyalaya.

Subject	Name	Marks obtained (Total=800)	Percentage	Rank
Sanskrit	Pallabi Halder	593	74.13	1st
Sanskrit	Puja Sardar	551	68.88	2nd
Sanskrit	Prativa Biswas	523	65.38	5th
Sanskrit	Priyanka Seth	522	65.25	6th
Sanskrit	Priyanka Seth	522	64.75	7th
Sanskrit	Samarpita Ghosh	506	63.25	8th
Geography	Mohan Sarkar	506	63.25	1st
Geography	Mrinal Majumdar	488	61.00	4th

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

The IQAC contributes its bit in improving the teaching-learning process via the following measures, namely routine updating at regular intervals, use of Smart classrooms, taking active part in getting wall magazines published by the students of various departments, analysis of test results and counselling of students, holding remedial coaching and tutorial classes for weaker section of the students. The IQAC ensures transparency and accountability by disseminating information among students through website, prospectus, and notice boards in the campus. Concerned with the performances of students, the IQAC provides utmost support to slow learners as well. Support services are provided to students in order to enable them to face examinations like NET, SET. The IQAC helps maintain the structured mechanism the institution has for career guidance and placement of students in the form of Entry in Service scheme granted by UGC. The IQAC also maintains regular contact and interaction with the students' union of the college so as to remain abreast of the various needs and demands of the students. The overall cleanliness of the campus is also carefully monitored by the IQAC. The NLIST registration has made it possible for teachers and students to access online 6000 e-journals and more than 31,35,000+ e-books, 12996 digital databases. IQAC also monitors the preparation and publication of the Annual academic calendar and the college prospectus. The IQAC further encourages teachers in updating and enriching themselves continuously by regular research work, participation in Refresher Courses and Short-time Courses, etc..

2.13 *Initiatives undertaken towards faculty development :*

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	1
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	5
Faculty exchange programme	
Staff training conducted by the University	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, Short-Term Course etc.	1
International Scientist Exchange Programme of INSA	
Others (PhD. Course Work)	1

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 Group B=3 Group C=8 Group D=18	 0 0 2	 3 8 16	0	34
Technical Staff (Laboratory Attendant)=20	10	10		
Hostel	4	7	0	0

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	On-going	Sanctioned	Submitted
Number	Nil	Nil	1	Nil
Outlay in Rs. Lakhs	Nil	Nil	13.21 lakh	Nil

3.3. *Details regarding Minor Projects:*

	Completed	On-going	Sanctioned	Submitted
Number	Nil	1	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.4. *Details on research publications:*

	International	National	Others/Regional
Peer Review Journals	18	6	0
Non-Peer Review Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	0	0	0

3.5. Details on impact factor of publications:

Range 0 to 4.432 h-index 6

Average 0.4 Nos. in SCOPUS 6

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	2 years	Department of Science & Technology, NSTMIS	13.21 lakh	7.22 lakh
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				

Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University				
Any other(Specify) Project in collaboration Global Project (Dr. Raja Chakraborty) Assistant professor of Anthropology)	3 years	National Science Centre in Poland (grant no. 2016/21/B/NZ8/02974, dated 24 January, 2017).[Link: https://www.fantaproject.org/sites/default/files/resources/Global-MUAC-Cutoffs-nonPregnant-Adults-Jun2017.pdf]	INR 8.15 lakh	INR 8.15 lakh (to be utilised through college)
Total			21.36 lakh	15.37 lakh

3.7 *No. of books published i) With ISBN No.* 3

Chapters in Edited Books 5

ii) *Without ISBN No.* 0

3.8 *No. of University Departments receiving funds from*

UGC-SAP Nil CAS Nil DST-FIST Nil

DPE Nil DBT Scheme/funds Nil

3.9 *For colleges* Autonomy Nil CPE Nil DBT Star Scheme Nil

INSPIRE Nil CE Nil Any Other (specify) Nil

3.10 *Revenue generated through consultancy: Nil*

3.11. a) *No. of conferences/seminars organized by the Institution:*

Level	International	National	State	University	College
Number	0	0	0	0	2
Sponsoring agencies	0	0	0	0	College

3.12. *No. of faculty served as experts, chairpersons or resource persons :* 4

3.13. *No. of collaborations :*

International 1 National 0

Any other 0

3.14. *No. of linkages created during this year*: 0

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

From Funding agency 0 From Management of University/College 0

Totals 0

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 :*

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

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

and students registered under them 1

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):*

JRF 0 SRF 0 Project Fellows 4 Any other 0

3.21. *No. of students Participated in NSS events:*

University level 200 State level 0

National level 0 International level 0

3.22. *No. of students Participated in NCC events:*

University level 0 State level 250

National level 4 International level 0

3.23 *No. of Awards won in NSS:*

University level 0 State level 0

National level 0 International level 0

3.24 *No. of Awards won in NCC:*

University level 0 State level 0

National level 4 International level 0

List of students of NCC who have been awarded .

Name of the Activity	Award/ recognition	Awarding bodies	Names of the cadets
O.S. Standing Rifle Prone, JR MEN(Shooting)	Stood 7th position(Score 362/600)	West Bengal Rifle Association	1(JUO) Sudipta Seth (WBS/18/SDA/ 153153
RDC	Awarded for participated in the PM Rally	DG NCC	1(SUO) Prosenjit Das (WBS/16/SDA/153038)
RDC	Governor Medal	DG NCC	1 (SUO) Saikat Mondal (WBS/16/SDA/153036)
RDC	Awarded for Commander in PM Rally	DG NCC	1 (SUO) Saikat Mondal (WBS/16/SDA/153036)

3.25. *No. of Extension activities organized :*

University forum	0		College forum	0	
NCC	7	NSS	2	ny other	0

3.*26 Major activities during the year in the sphere of extension activities and institutional social responsibility:*

i) The ICT-enabled classroom has been upgraded and fully utilised in the last one year since its establishment. Several teachers of various departments have taken classes in the room making optimum usage of the technological sophistication available in it.

ii) The library has not only been digitised along with the inclusion of new books and journals to extend utmost help to students but it now gives them easy access, through the website, to soft copies of question papers of various subjects from the University examinations of the past few years.

iii)The Green Zone that was established is being actively developed and students are consistently motivated towards the environment-conscious utilisation of it.

v) Cleanliness in and along the campus is strictly maintained to ensure health and hygiene.

vi) The Rainwater Harvesting unit is fully functional and effectively serving its purpose of water conservation.

vii) The Server Room has been effectively serving the teachers and the students enabling them to be in touch with the world of knowledge through an interrupted link to the Internet.

viii) The Help Desk has been actively and satisfactorily helping students.

Criterion – IV

4. *Infrastructure and Learning Resources:*

4.1 *Details of increase in infrastructure facilities:*

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	13.39 acres			
Class rooms	37			
Laboratories	8			
Seminar Halls	2			
No. of important equipments purchased (≥ 1-0 lakh) during the current year	0			
Value of the equipment purchased during the year (Rs. in Lakhs)	0			
Others 1. Construction 2. Exam. Control Room. (Rs. in Lakhs)	0			

4.2 *Computerization of administration and library :* yes

4.3. *Library services:*

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14997	N.A.	168	68118	15165	N.A.
Reference Books	2797	N.A.	3	430	2800	N.A.
e-Books	31,35,000+ titles	5750 (Annual subs.)	31,35,000+ (NLIST) (Resources)	5900 (Annual subs.)	31,35,000+ (NLIST) (Resources)	5900 (Annual subs.)
Journals	101	9780	14	1650	115	11430
e-Journals	6000+ titles	5750 (Annual subs.)	6000+ (NLIST) (e-resources)	5900 (Annual subs.)	6000+ (NLIST) (e-resources)	5900 (Annual subs.)
Digital Database	12480 entries (under SOUL database)	NIL	516 entries (under SOUL database)	NIL	12996 entries (under SOUL database)	NIL
CD & Video	12 CDs 3 DVDs	1000 (1 DVD) others found from text books	NIL	NIL	12 CDs 3 DVDs	1000 (1 DVD) others found from text books
Library automation	Cataloguing, Circulation, OPAC, Administration module of SOUL software (Version 2.0) is used for library automation.					
Weeding (Hard & Soft)	NIL	NIL	57 (Hard copies)	1275.60(price of 46 books, price of remaining 11 books are not found)	57 books	1275.60(price of 46 books, price of remaining 11 books are not found)
Others Brail Books	74	5000	--	--	74	5000

4.4 *Technology up gradation (overall)*

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	78*	4	39	20		1	19	
Added	0	0	0	0		0	0	
Total	78*	4	39	20		1	19	

*including distance education centre

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

Yes

4.6. *Amount spent on maintenance in lakhs*

i)	ICT	2.29
ii)	Campus Infrastructure and facilities	6.25
iii)	Equipment	.80
iv)	Others	7.07
	Total :	16.41

Criterion – V

5. *Student Support and Progression*

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

a)Seminars, Intra-college classes, Inter-college classes (invited lectures)
b)Remedial/Tutorial coaching
c)Medical Unit
d)NCC
e)NSS
f)Internet facility
g)Virtual Classroom
h) Upgrading of Library

5.2 *Efforts made by the institution for tracking the progression:*

Students' attendance is monitored regularly and they are duly intimated if they fall short of it. Guardians, through regular meetings, are also kept aware of the attendance and progress of their wards. Tutorials and test examinations are conducted to assess the progress of the students. The faculty regularly meets to discuss the test results and their subsequent progress. The Students' Welfare Sub-Committee meets at regular intervals to discuss the students' needs and requirements.

5.3(*a*) *Total Number of students:*

UG	PG	Ph.D.	Others
6706	63	0	0

(*b*) *No. of students outside the state* 0

(*c*)*No. of international students* 0

Men

No.	%
3563	53.13

Women

No.	%
3143	46.87

Category	Last year	This year
General	2047	1848
SC	2826	2838
ST	43	44
OBCA	561	565
OBCB	1333	1411
Physically Challenged	0	0
Total	6810	6706

(d) Demand ratio: 2959:3871 Dropout %: 5

5.4 *Details of student support mechanism for coaching for competitive Examinations (If any) Nil*

No. of students beneficiaries 0

5.5. *No. of students qualified in these examinations*

NET 3 SET/SLET 1 GATE 0 CAT 0

IAS/IPS etc 0 State PSC 0 UPSC 0 Others 0

5.6.*Details of student counselling and career guidance: None*

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 1 National level 0 International level 0

No. of students participated in cultural events:

State/ University level 0

National level 0 International level 0

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

Sports : State/ University level 0 National level 0

International level 0

Cultural: State/ University level 0 National level 0

International level 0

The following students have won prizes in the following sports events in inter college level.

Year	Position	Level	Sports	Name of the student
2017	First	Inter College Athletic Meet under WBSU	1500 meters race	Pritam Mondal (B.A./15/2904)
2017	First	Do	4X100 relay race	Gopal Malakar Swarup Sarkar Suman Biswas Sajal Podder
2017	First	Do	5 KM. walking	Ashok Das (B.A./16/1522)
2017	Second	Do	200 meters race	Gopal Malakar
2017	Third	Do	800 meters race	Pritam Mondal (B.A./15/2904)

5.10.*Scholarships and Financial Support:*

<table>
<tr><td></td><td colspan="3">Number of students</td><td>Amount</td></tr>
<tr><td>Financial support from institution</td><td colspan="3">01(PG in Bengali)</td><td>5000.00</td></tr>
<tr><td>Financial support from Government</td><td colspan="3">SC=2838
ST=44
OBCA=565
OBCB=1411
Kanyashree=634
Minority=320</td><td rowspan="6">The stipends provided to students are granted by the state Government which directly credits the same to their individual accounts.</td></tr>
<tr><td></td><td></td><td>Male</td><td>Female</td></tr>
<tr><td></td><td>Chief Minister</td><td>241</td><td>8</td></tr>
<tr><td></td><td>Swami Vivekananda</td><td>30</td><td>6</td></tr>
<tr><td></td><td>S.R. Jindal</td><td>24</td><td>9</td></tr>
<tr><td></td><td>Post Matric</td><td>144</td><td>6</td></tr>
<tr><td></td><td>National</td><td>36</td><td>173</td></tr>
<tr><td></td><td>Birla</td><td>1</td><td>0</td><td></td></tr>
<tr><td>Financial support from other sources</td><td colspan="3"></td><td></td></tr>
<tr><td>Number of students who received International/ National recognitions</td><td colspan="3">NIL</td><td>NIL</td></tr>
</table>

5.11.*Student organised / initiatives:*

Fairs :State/University level	0	National level	0
International level	0		
Exhibition : State/University level	0	National level	0
International level	0		

5.12.No. of social initiatives undertaken by the students 7

** *List of activities throughout the year*

a) Observation of Swachha Bharat Aviyan by cleaning some areas of our college and Nard No. 6 under Bongaon Municipality on 14/04/2018.

b) Anti-tobacco Rally & direct interaction with addicted villagers on 31.5.2018 .

c) Observation of the Yoga Day on 21.6.2018.

d) Health Awareness Programme among the Local inhabitants.in collaboration with 6 Bengal BN NCC, Bongaon, Ward No. 6, Bongaon Municipality.

e) Plantation.

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:

This institution, since its inception, has been committed to the mission of imparting enlightenment to the maximum number of young learners. This has been a difficult endeavour to pursue particularly because the institution is located in a remote region, far away from the capital city of the state, and hence, deprived of several essential amenities and afflicted by overwhelming handicaps. Nevertheless, the institution has been pursuing its mission, undeterred, through the last seventy years and unfalteringly charting its path as a leader dedicated to lead its retinue to the fulfilment of their dreams of achieving higher education. In the present century, characterised by giant leaps in the field of information technology, this institution continues its triumphant surge, driven by the determination of providing the most technologically advanced education to its students most of whom hold from rural backwaters deprived of technological developments. ICT-compliant classrooms, online admission of students, a Wi-Fi-enabled campus, etc. are some of the ambitious visions that enable this institution sustain its journey in the 21st Century.

6.2.*Does the Institution has a management Information System : Yes(Partial)*

(i)The institute makes partial use of the Management Information System, though there is no specific software concerning this System.

(ii) Data of students enrolled in the college are duly updated.

(iii) The filling up of admission forms online is done through the CAS (4.0) software.

(iv) All information relevant to students, e.g. publication of results, filling up of admission forms online, registration to the University, etc. are duly uploaded in the college website.

(v) The salary of the entire college staff is dispensed through the HRMS software.

(vi) Internal audit and update of financial accounts are done through software.

(vii) The college library runs on the SOUL (2.0) software.

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

6.3.1.Curriculum Development:

Every department prepares its own annual academic calendar which they revise and update every year. 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 always encouraged to attend workshops on curriculum restructuring and modification.

6.3.2.Teaching and Learning:

Teachers employ the best practices in teaching and learning alongside engaging students actively amongst themselves as well as faculty members. Periodic assessments are made to evaluate their academic performances. Teachers also make use of modern tools of technological sophistication. Other techniques employed to enhance teaching-learning include up-gradation of library, giving impetus to class presentations, students' seminars, wall magazines, group discussions, debates, special lectures and field visits. Teachers are provided opportunities to attend Refresher/Orientation Programmes. The Academic in-charge looks after the academic activities and ensures that they are conducted uninterruptedly. Dr. Chittaranjan Das, Head, Dept. of Sanskrit, has uploaded 23 YouTube links for help in teaching new texts included in the syllabus of the subject. Web link :https://www.youtube.com/channel/UCdL_xtpvblZOa37jcQPMVtw/videos.

At the Institutional level initiatives are taken to achieve better overall development of the students. Academic Calendar is prepared by the various Departments at the beginning of the session to keep students a fair idea of about the annual schedule of topics to be covered in the class. Parent-teachers' meetings are held at the middle of the session by the Departments to make parents/ guardians aware of the situation of their ward with respect to their academic progress. Regularity record of students is duly maintained by the Departments and students, who are frequently absent, is informed to meet the head of the department concerned along with letters from guardians, authenticating the reason for the absence. Tutorial classes are arranged for the academically backward students where there individual problems are addressed. Departments organize class tests at regular intervals to assess their development / improvement. Continuous internal assessment is done for lab-based subjects in Practical papers. Students are directed to visit the upgraded College Library regularly. Students are motivated to make seminar presentations on innovative as well as relevant topics in their respective Departments to facilitate there academic and personality development.

6.3.4.Research and Development :

Principal investigators of ongoing 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 join Faculty Development Programmes. The Research Cell is 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. Three of the teachers have been awarded Ph.D. degrees, namely Sri Bablu Roy of the Department of Botany, Sri Chandrakanta Biswas and Sri Sushen Mondal, both assistant professors of the Department of Philosophy. The following teachers have submitted their dissertations: Sri Partha Sarathi Dey, Assistant professor, Department of Political Science; Sri Subhasis Goswami, Assistant Professor, Department of Chemistry; Md. Ajimul Hoque, Assistant Professor, Department of Bengali, Smt. Piyali Das, Assistant Professor, Department of Anthropology. A Major Project in Zoology, titled*" Contribution in India on climate change research in comparison with major countries:* a Bibliometrics study of 30 years (1987-2016)" has been approved by the Department of Science and Technology in favour of Dr. Ajoy Mallik, Assistant Professor, Zoology in June 2018.

6.3.5.Library, ICT and physical infrastructure / instrumentation :

The college utilizes the grants of UGC, State Government Grants and College Funds for library updating, purchase of books for central as well as departmental libraries. The NLIST registration has made it possible for teachers and students to access 6000 e-journals and more than 31,35,000+ e-books online, and a total of 12996 digital databases. The central library now has 15,165 text books, 2800 reference books, 115 issues of journals, 74 Braille books, 12 CDs and 3 DVDs. 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; computerization of library has been achieved. Steps are taken to ensure regular maintenance of other physical infrastructures. The library has devoted 2 of its 6 computers, equipped with Internet connectivity and OPAC (Online Public Access Catalogue) facility, for exclusive use by students so that they may smoothly search books and documents.

6.3.6 Human Resource Management :

Various committees have been formed with both teaching and non-teaching faculties as members to assist in the daily administration of the college. All records pertaining to the staff are meticulously maintained, including salary, PF, Leave, etc. The faculty are regularly motivated to upgrade themselves through active participation in Refresher Courses and Orientation Programmes, seminars and workshops, and Faculty Development Programmes.

6.3.7 Faculty and Staff recruitment :

Teachers have been appointed in various departments, where teaching posts had been lying vacant as per recommendations of the West Bengal College Service Commission. 2 teachers have been appointed in one in Bengali and one in Chemistry.

6.3.8 Industry Interaction / Collaboration : None

6.3.9 Admission of Students:

Students were admitted into various courses, to fill up general and reserved categories, strictly on the basis of merit. Notification of admission procedure, online form distribution, publication of merit list and all the important information regarding admission procedure were notified through the website. Merit list was prepared with strict adherence to Government and University norms. Success was achieved in implementing online admission procedure, facilitated by the active help from the State administration.

6.4 *Welfare schemes for*

Teaching	Co-operative, Group Insurance
Non-teaching	Co-operative Group Insurance , Employees Provident Fund for casual staff
Students	Health Home, Medical Unit

6.5 *Total corpus fund generated(as on 31.3.2017) :*

Rs. 1.12 Crore (Non-audited)

Whether annual financial audit has been done : Yes ☐ No ✓
(complete up to 2016-17)

6.6 *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 :*

a)The support staff were thoroughly trained in Computer operation in major areas of office activities, e.g. updating admission records, accounts, maintaining salary records, etc.

b)The support staff were briefed on the process of e-pension which is to be implemented shortly by the state government.

c) The support staff in the library were trained to run all the basic activities and maintain all records in the Computer by using the SOUL (2.0) software.

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

1. Installation of dustbins at prominent points within the campus.
2. The college NSS units majorly contributed in maintaining the cleanliness of the college ambience.
3. Solar light system and smoke-free generator were installed.
4. An orchard has been developed at the back of the college campus.
5. Flower gardens are maintained both in front of the administrative building and inside the 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. 3135809+ titles (under N-LIST programme) have been added to the digital content of the library.
2. Online feedbacks from both parents and students (of 3rd Yr.) have been received via a website meant exclusively for the purpose.
3. A delegation of 22 students was taken by 2 teachers and one librarian of the college on a visit to the Indian Museum , Kolkata, on 3.2.2018.
4. Swachha Bharat Aviyan, International Yoga Day, and anti-tobacco rally have been successfully conducted by the NCC units of the college.
5. A Help Desk has been set up to address various queries and problems faced by students.
6. A dump yard for disposal of garbage and waste material has been made in the backyard of the college for ensuring hygiene in the campus.
7. Arrangements have been made for the implementation and smooth running of the CBCS mode of education from the academic session of 2018-19 by properly orienting the teaching and non-teaching staff.
8. An updated software has been installed for the smooth conducting of the CBCS mode of education with effect from the upcoming academic session.
9. Guardian Meetings of the various departments were held in order to keep them abreast of the progress of their wards.
10. ICT-based class teaching is carried out by a number of teachers of several departments.

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

Action taken as per the resolutions adopted in the IQAC meeting of 11.8.2017

i) The Academic Calendars of all the academic departments have been prepared.

ii) Ovation was accorded to students who have secured First Class in the University examinations in the various disciplines(Part I,II,III) as well as students of schools in the region who have performed exceptionally well in the Madhyamik and Higher Secondary Examinations,2018.

iii) The process for increasing the existing number of ICT-enabled classrooms has been initiated.

iv)The renovation of existing classrooms has been done.

v)The teaching and non-teaching staff have been duly counselled and oriented on all necessary and finer details of conducting the CBCS mode of education.

vi)Measures have been taken for filling up vacant teaching and non-teaching posts.

vii) The Screening/ Selection committee meetings for the promotion of 6 teachers (3 to various stages of Assistant Professor and 3 from Assistant Professor to Associate Professor) have been held.

viii) Swachha Bharat Aviyan, International Yoga Day, and anti-tobacco rally have been successfully conducted by the NCC units of the college.

ix) Feedback has been received online from students of 3rd Year (Honours) as well as their guardians.

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

1. Formal ovation was given by the Governing Body of the College not only to its students who have secured First Class in the University examinations in the last two years but also to students of schools in the town and its vicinity who have performed brilliantly in Madhyamik and Higher Secondary examinations, in a ceremony graced by the presence of several distinguished personalities from the fields of culture and administration.

The highest scorer in Mathematics from the College was awarded a scholarship under the name of Late Anil Kumar Kar, father of Dr. Sujit Kumar Kar, Associate Professor, Department of Mathematics.

2. Several books (no. of books =114)of English fiction (classics and bestsellers) have been included in the Central Library with the fund of Rs. 47,953.00, donated by Dr. Amit Chakraborty, so that students interested in reading the same may avail of the opportunity.

3. Feedback from students of 3rd Year (Honours) and their guardians has been received online through forms uploaded in the college website that was accessed by the students and their guardians via a web link provided.

Feedback link :https://goo.gl/forms/2JxYSRVaTt12h9LQ2

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

**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 has been undertaken with the aim to make the premises healthy and pollution-free.
2. The college has been made a smoke-free zone, making smoking a severely punishable offence in the premises.
3. A dump yard for disposal of garbage and waste material has been made in the backyard 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

7.7 *Plans of institution for next year:*

1. The first phase of the construction of the PG Bengali building is to be initiated.
2. A Study Room is to be created exclusively for the students of PG Bengali.
3. At least two classrooms equipped with ICT facility are to be created.
4. A Common Room exclusively meant for physically handicapped students is to be established.
5. Boundary wall is to be constructed around the Boys' Hostel.
6. Free Wi-Fi facility is to be provided to students across the entire campus.
7. Bio-metric attendance to be introduced for teaching and non-teaching staff.
8. The Web-OPAC system is to be installed in the central library.
9. A gymnasium is to be set up exclusively for female students.
10. The solar panels are to be extended.
11. Rainwater harvesting unit is to be installed.
12. An online UGC-approved research journal (Science-based) is to be subscribed to.
13. Extension of library, Department of Anthropology, and Teachers' Room is to be done.
14. The existing auditorium is to be modernised.

Signature of the Coordinator, IQAC
Name : Dr. Sujit Kumar Kar

Signature of the Chairperson, IQAC
Name: Dr. Biswajit Ghosh