

KABI SUKANTA MAHAVIDYALAYA
Hooghly, West Bengal, PIN-712221
The Annual Quality Assurance Report (AQAR) of the IQAC
Session : 2012-2013

Part – A

1. Details of the Institution

1.1 Name of the Institution	KABI SUKANTA MAHAVIDYALAYA
1.2 Address Line 1	P.O.- ANGUS, DT.- HOOGHLY
Address Line 2	712221
City/Town	BHADRESWAR
State	West Bengal
Pin Code	712221
Institution e-mail address	sukantacollege@gmail.com
Contact Nos.	033-2633-6184
Name of the Head of the Institution:	Dr.GOUR KUMAR KUNDU
Tel. No. with STD Code:	033 2685 2618
Mobile:	9432090604
Name of the IQAC Co-ordinator:	Prof. KINKI CHATTOPADHYAY
Mobile:	9830105368
IQAC e-mail address:	kinkichattopadhyay@yahoo.co.in
1.3 NAAC Track ID	WBCOGN13289

1.4 NAAC Executive Committee No. & Date:

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(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

www.ksmv.info/AQAR2012-13.pdf

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C++		2007	2012
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

05.03.2006

1.8 AQAR for the year

2012-13

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR 2009 – 2010 Submitted to NAAC on (01/03/2012)
- ii. AQAR 2010 – 2011 Submitted to NAAC on (02/12/2014)
- iii. AQAR 2011 – 2012 Submitted to NAAC on (02/12/2014)
- iv. AQAR (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution	Co-education	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	Urban	<input checked="" type="checkbox"/>	Rural	<input type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input checked="" type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing	<input type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>		

1.11 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input type="checkbox"/>		
Others (Specify)	<input type="text" value="UGC Sponsored Travel and Tourism Management- Self Financing"/>								

1.12 Name of the Affiliating University (*for the Colleges*)

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

Autonomy by State/Central Govt. / University	<input type="text" value="N.A."/>		
University with Potential for Excellence	<input type="text" value="N.A."/>	UGC-CPE	<input type="text" value="N.A."/>
DST Star Scheme	<input type="text" value="N.A."/>	UGC-CE	<input type="text" value="N.A."/>
UGC-Special Assistance Programme	<input type="text" value="N.A."/>	DST-FIST	<input type="text" value="N.A."/>
UGC-Innovative PG programmes	<input type="text" value="N.A."/>	Any other (<i>Specify</i>)	<input type="text" value="N.A."/>
UGC-COP Programmes	<input type="text" value="N.A."/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="7"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="3"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="16"/>
2.10 No. of IQAC meetings held	<input type="text" value="02"/>

2.11 No. of meetings with various stakeholders:

No.	<input type="text" value="6"/>	Faculty	<input type="text" value="3"/>
Non-Teaching Staff	<input type="text" value="1"/>	Alumni	<input type="text" value="1"/>
Students		Others	<input type="text" value="1"/>

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
College is contemplating of establishing Equal Opportunity Cell and also Women Cell for the redressal of grievances of female students.	Equal Opportunity Cell has been taking seminars and workshops regularly. Women Cell has been setup consisting of three female teachers, Smt. K. Chtopadhyay (Eco.), Smt. M. Mondal (Beng.) and Smt. M. Dasgupta (Beng.)

Academic Calendar of the year 2012-13 (See Annexure-1)

2.15 Whether the AQAR was placed in statutory body Yes No
 Management Syndicate Any other body GB

Provide the details of the action taken

<p>Plan :</p> <ol style="list-style-type: none"> 1. Infrastructure : IQAC recommended the college authority to (a) increase the number of class rooms (b) set up laboratory for the Computer Science and Physical education and improve the facilities in the geography of the existing Geography Lab. (c) Enhance infrastructural facilities for indoor and outdoor games. 2. Office Management : IQAC advised the college authority to computerize the office management and give computer training to the non-teaching staff in order to enhance this efficiencies provide quicker service to the students. 3. Academic Excellence : (i) IQAC advised the various departments to organize seminars and workshops in greater number. (ii) It was decided that the faculties would be encouraged to participate in national/international level seminars in greater number. (iii) The college authority would be advised to introduce the Science programmes and/or job-oriented subjects for the benefit of the students of the locality (College) are the surrounding areas. It had been a long standing demand of the local people. 4. Students Support/Progression : IQAC proposed to introduce job-oriented and skill enhancing courses for the students as per recommendation of the NAAC Pear Team. 5. Extension Activities/Outreach Programme : The IQAC recommended to the NSS units in the college to undertake various outreach programmes in order to bridge the gap between the college and the community, and sensitize the students to the socio-economic problems of the local people and train them in social and communal services. <p>Achievements :</p> <ol style="list-style-type: none"> 1. Infrastructure: (i) 3 new class rooms and 1 laboratory (for Geography) have been built/set up during this session. (ii) New equipments (including computers) have been. (iii) Cycle shed for the students was renovated. 2. Office Management: The College office was partly computerized and some members of the Non-teaching staff were given computer training. 3. Academic Excellence: (i) Two state level seminars were organized on (a) Bangla Katha Shahityey Nimna Barger Ithihash (b) Impact of Child Labour in the Economy. (ii) A number of full time and Part-time teachers participated in state and national level seminars (36) and presented academic papers some teachers also published papers and books. (iii) Students' seminars and subject oriented Quiz contests have been organized in all Honours departments. (iv) Term tests have been taken by all the departments. (v) Wall magazines have been published

by all Honours departments.

4. Students Support/Progression: (i) Remedial coaching classes have been arranged for weaker students.

5. Extension Activities/Outreach Programme: The NSS units of the college undertook a number of extension activities and outreach programmes during this academic session to create general awareness about the evils of early marriage of girls, drug abuse and about the necessities of following some basic health practices. The NSS volunteers also staged a street drama in the adopted village to make the villages aware of their responsibility to boycott dowry system.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	02			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate			01	
Others				
Total	02		01	
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options : **NA**

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	NA
Trimester	NA
Annual	NA

1.3 Feedback from stakeholders*
(On all aspects)

Alumni Parents Employers Students

Mode of feedback : Online Manual Co-operating schools (for PEI)

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

NA

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

NA

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
28	04	04	1 (Principal)	19

2.2 No. of permanent faculty with Ph.D.

04

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

Asst. Professors		Associate Professors		Professors		Principal		Total	
R	V	R	V	R	V	R	V	R	V
4	11	4	-	-	-	1	-	09	11

2.4 No. of Guest and Visiting faculty and Temporary faculty

17

0

0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	1	1
Presented papers	-	-	2
Resource Persons	-	-	-

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

The institution has adopted a number of innovative processes and techniques in Teaching and Learning, e.g. combination of lecture method and other methods such as e-classes, use of charts and maps, smart boards, organising students' seminars. This has also enhanced the teachers' competence to promote learner participation, identify weaker students and arrange remedial coaching classes for them; as a result these remedial classes have become very helpful for students in fetching good results.

2.7 Total No. of actual teaching days during this academic year 2012-13

191

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

Nil

Nil

02

2.10 Average percentage of attendance of students\

58.7%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Total no. of students Passed	Division				
			Distinction %	I %	II %	III %	Pass %
B.A. (Hons. in Sanskrit)	17	7					41
B.A. (Hons. in Bengali)	30	28		1			93
B.A. (Hons. in History)	17	13					76
B.A. (Hons. in English)	21	10					47
B.A. (Hons. in Geography)	28	19					67
B.Com (Hons. in Accountancy)	12	6		1			50

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

IQAC in its meeting with the faculty members advises them to convene Annual Plan Meeting at the beginning of each session, assign syllabus to the departmental teachers, prepare time schedule for term tests & to convene term review meetings. It also collects annual reports from the departments and assesses their performance and progress. IQAC also suggests the departments to organize e-classes, seminars, educational tours & excursions. In this way IQAC monitors and evaluates the teaching & learning processes of the college.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	02
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	02
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	04	---	---	---
Technical Staff	---	---	---	---

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC regularly meets with the teachers and advises them to publish anthology of research

articles, academic papers, and wall magazine and participate in refresher and orientation courses. It also suggests the heads of the departments to apply to the UGC for funds to organize national level seminars and subject related workshops in the college, to encourage their departmental colleagues to participate and present papers in seminars held elsewhere and submit proposal for minor research projects. Moreover, IQAC persuades the college authority (the Principal and the Governing Body) to sanction leave and necessary funds to the faculties to facilitate such activities. These are some of the initiatives taken by the IQAC to sensitize and promote research climate in the college.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	Nil	1	Nil
Non-Peer Review Journals	Nil	Nil	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	Nil	10

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	Nil	N.A.	N.A.	N.A.
Minor Projects	Nil	N.A.	N.A.	N.A.
Interdisciplinary Projects	Nil	N.A.	N.A.	N.A.
Industry sponsored	Nil	N.A.	N.A.	N.A.

Projects sponsored by the University/ College	Nil	N.A.	N.A.	N.A.
Students research projects <i>(other than compulsory by the University)</i>	Nil	N.A.	N.A.	N.A.
Any other(Specify)	Nil	N.A.	N.A.	N.A.
Total	Nil	N.A.	N.A.	N.A.

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from : **N.A.**

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	Nil	Nil	Nil	Nil
Sponsoring agencies	Nil	Nil	Nil	Nil.	Nil

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College

Total

Type of Patent	Number
----------------	--------

3.16 No. of patents received this year

National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

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
Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

Nil

Nil

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

N.A.

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

JRF Nil SRF Nil Project Fellows Nil Any other Nil

3.21 No. of students Participated in NSS events:

University level Nil State level Nil
National level Nil International level Nil

3.22 No. of students participated in NCC events:

University level N.A. State level N.A.
National level N.A. International level N.A.

3.23 No. of Awards won in NSS:

University level Nil State level Nil
National level Nil International level Nil

3.24 No. of Awards won in NCC:

University level	<input type="text" value="N.A"/>	State level	<input type="text" value="N.A."/>
National level	<input type="text" value="N.A"/>	International level	<input type="text" value="N.A."/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="0"/>		
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="0"/>	Any other	<input type="text" value="0"/>

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

The college has always encouraged the students to keep the surroundings clean and green by planting more trees, this has also brought in a sense of responsibility in students to work towards a greener tomorrow. The college had also organised a special camp in the surrounding villages to bring about an awareness among them in keeping their surroundings clean by having a ‘plastic free zone’. There was also another camp organised at university level to encourage, strive and support the green revolution for a better tomorrow.

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	40 Kattha	N.A.	Donation	40 Kattha
Class rooms	17	3	W.B. &	20

			UGC	
Laboratories	01	01	UGC	01
Seminar Halls	-	-	-	-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

Already done in 2007

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	14,643	31,06,048	1429	2,22,174	16,071	Rs. 3328222.00
e-Books						
Journals & Periodicals	06					Rs.15504.00
e-Journals						
Digital Database						
CD & Video	47					
Others (specify)	13					Rs.4636.00

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	11	--	01	--	--	08	01	02
Added	--	--	--	--	--	--	--	--
Total	11	--	01	--	--	08	01	02

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

Already done 2007

4.6 Amount spent on maintenance in lakhs:

i) ICT

ii) Campus Infrastructure and facilities

iii) Equipments	-----
iv) Others	-----
Total:	-----

No Separate Library Account have been maintained in respect of this item.

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC organised meetings with the students to enhance their awareness about student support services like student health home, Xerox facility inside the campus which are available in the college. Available support services are also notified for the benefit of the students. Moreover, information about these services are also displayed on the display board of the college.

5.2 Efforts made by the institution for tracking the progression

The tracking for the progression of students is usually done by the Formation of Alumni Associations. All ex-students are requested to keep in contact with the institution for getting feedback from them for the betterment of college and the benefit of the current students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1601	N.A.	N.A.	N.A.

(b) No. of students outside the state

0

(c) No. of international students

0

Men	No	%	Women	No	%
	898	56		703	44

Last Year (2011 -2012)						This Year (2012 -2013)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1070	312	28	41	NA	1451	1322	218	16	45	-	1601

Demand ratio : 88%

Dropout : 24%

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

Remedial Coaching (12-13), Career Counselling (12-13), Equal Opportunity Course (12 – 13)

No. of students beneficiaries

Remedial Coaching -315

5.5 No. of students qualified in these examinations: **College has no search mechanism.**

NET	Nil	SET/SLET	Nil	GATE	Nil	CAT	Nil
IAS/IPS etc	Nil	State PSC	Nil	UPSC	Nil	Others	Nil

5.6 Details of student counselling and career guidance

Nil

Nil

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Urekaforbes	1	Nil	Nil
LIC India	1	Nil	Nil

5.8 Details of gender sensitization programmes : Nil

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	36	Rs.22,850/-
Financial support from government	05	Rs.15,000/-
Financial support from other sources	00	00
Number of students who received International/ National recognitions	00	00

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 (NSS)

200

5.13 Major grievances of students (if any) redressed:

The students had a hard time in getting photo-copies of the notes and other materials as the Xerox shop was located far from the college campus which has not yet been redressed.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

Mission:

- To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;
- To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions

6.2 Does the Institution has a management Information System

1. Through Website
2. Through Advertisements in the News papers

6.3 Quality improvement strategies adopted by the institution for each of the following:**6.3.1 Curriculum Development**

Since the college does not develop any curriculum but simply follows/implements the one framed by the university, the question of adapting quality improvement strategies for curriculum development does not arise.

6.3.2 Teaching and Learning

Although the syllabi are not framed by the college but by the university to which it is affiliated to, each department adapts some innovative processes in teaching and learning. First of all, at the beginning of each academic session the faculties of each department meet for term-wise allocation of syllabus assignments, contents, fix dates for the term-end tests and prepare the academic calendar of that session. Secondly, the department organizes students' seminars, quiz contests etc.. They subscribe to e-journals. Multiple choice questions are also

set in the term-tests to encourage the students to read the text books thoroughly which will help them get good results in the exams.

6.3.3 Examination and Evaluation

The college serves as centre for the university examinations each year, the college also conducts class tests and term tests to evaluate the academic progress of the students. The answer scripts of these tests are shown to the students and their progress reports are sent to the guardians .The college has also introduced Open Book Tests, MCQ Tests to encourage students to read the text books thoroughly for the exams.

6.3.4 Research and Development

Nil

6.3.5 Library, ICT and physical infrastructure / instrumentation

Computer and Internet

6.3.6 Human Resource Management

Nil

6.3.7 Faculty and Staff recruitment

Faculty and staff are recruited transparently as per Government norms/rules.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

Admission of students is done online exclusively on merit basis.

6.4 Welfare schemes for

Teaching	G.S.L.I.S
Non teaching	G.S.L.I.S
Students	Student Health Home .

6.5 Total corpus fund generated

Rs.0/- (2012 - 13)

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	N.A.	Yes	Teachers Council
Administrative	No	N.A.	Yes	Teachers Council

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?

N.A.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

N.A.

6.11 Activities and support from the Alumni Association

The alumni meet is held every year so that the current students are given suggestions from the alumni to improve themselves academically. They are also given suggestions from the ex-students who are in the corporate sector as to how one can face the

corporate world outside. These suggestions will help the students to brace themselves for a successful career once out of college.

6.12 Activities and support from the Parent – Teacher Association

As such there is no Parent-Teacher Association in the college. But each department arranges meetings with parents from time to time to update them about the students' academic progress and discuss various students related issues. The IQAC, however feels the need to form a Parent-Teacher Association which will work for the development of the students and the College.

6.13 Development programmes for support staff

Computer Training has been provided to the support staff.

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

The college encourages the students to plant more and more trees to contribute their fair share for a greener tomorrow. The college is also adapting a concept of 'plastic free zone' in and around the campus. The college had also organised special camps in the neighbouring villages to bring about awareness among them and also to encourage them to keep their surroundings green and clean for a better tomorrow

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.

The college has conducted remedial coaching classes for the students which has given way to better results in the examinations.

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

See annexure V

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

See Annexure-III

***Provide the details in annexure : See Annexure-III**

7.4 Contribution to environmental awareness / protection

7.5 Whether environmental audit was conducted? Yes No

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

Refer to annexure II

8. Plans of institution for next year

To construct tech savvy seminar hall in the college to hold different level seminars ,
To increase the number of class rooms, to modernise Geography laboratory and
computer laboratory for commerce

Smt.Kinki Chattopadhyay

Dr.Gour Kumar Kundu

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure-I

Academic Calendar for the year 2012 - 2013

First Term : 01.07.2012 to 19.10.2012

Month	Week-wise	Dates in the week	Nos. of Holidays	Nos. Of no-class days	Nos. Of days available for holoing classes, class Tests Admission work etc.	Re m ar ks
1	2	3	4	5	6	7
July '12	1st	July (1-7)	1 day ; Sunday- 01.7.12	1 day	6 days	
July '12	2nd	July (8-14)	1 day ; Sunday- 08.7.12	1 day	6 days	
July '12	3rd	July (15-21)	1 day ; Sunday- 15.7.12	1 day	6 days	
July '12	4th	July (22-28)	1 day ; Sunday- 22.7.12	1 day	6 days	
July-Aug. '12	5th	July 29-Aug.4	1 day ; Sunday- 29.7.12	1 day	6 days	
Aug. '12	6th	Aug. (5-11)	2 days ; Sunday- 5.8.12, Jammastami-09.08.12	2 days	5 days	
Aug. '12	7th	Aug. (12-18)	2 days; Sunday-12.8.12, Independence Day 15.8.12	2 days	5 days	
Aug. '12	8th	Aug. (19-25)	2 days; Sunday-19.8.12, Id-UI-Fitar-20.8.12	2 days	5 days	
Aug.-Sept. '12	9th	Aug. 26-Sept.1	1 day ; Sunday-26.8.12	1 day	6 days	
Sept. '12	10th	Sept. (2-8)	1 day ; Sunday-2.9.12	1 day	6 days	
Sept. '12	11th	Sept. (9-15)	1 day ; Sunday-9.9.12	1 day	6 days	
Sept. '12	12th	Sept. (16-22)	1 day ; Sunday-16.9.12	1 day	6 days	
Sept. '12	13th	Sept. (23-29)	1 day ; Sunday-23.9.12	1 day	6 days	
Sept.-Oct. '12	14th	Sept.30-Oct. 06	2 days ; Sunday-30.9.12, Gandhi Birthday- 2.10.12	2 days	5 days	
Oct. '12	15th	Oct. (7-13)	1 day ; Sunday-07.10.12	1 day	6 days	
Oct. '12	16th	Oct. (14-20)	3 days ; Sunday- 14.10.12, Mahalaya- 15.10.12, Mahashasti-	3 days	4 days	

			20.10.12			
Puja Holidays from 20.10.2012 to 15.11.2012						
Oct. '12	17th	Oct. (21-28)	Puja Vacation	7 days	Nil	
Oct.-Nov. '12	18th	Oct.28-Nov.3	Puja Vacation	7 days	Nil	
Nov. '12	19th	Nov. (4-10)	Puja Vacation	7 days	Nil	
Nov. '12	20th	Nov. (11-17)	5 days ;Puja Vacation	5 days	2 days	
Total					92 days	
2nd Term : 16.11.2012 to 31.12.2012						
Nov. '12	21th	Nov. (18-24)	1 day ; Sunday- 18.11.12	1 day	6 days	
Nov.-Dec. '12	22nd	Nov. 25-Dec.1	2 days ; Sunday & Maharam 25.11.12, Birthday of Guru Nanak 28.11.12	2 days	5 days	
Dec. '12	23rd	Dec. (2-8)	1 day ; Sunday- 2.12.12	1 day	6 days	
Dec. '12	24th	Dec. (9-15)	1 day ; Sunday- 9.12.12	1 day	6 days	
Dec. '12	25th	Dec. (16-22)	1 day ; Sunday- 16.12.12	1 day	6 days	
Dec. '12	26th	Dec. (23-29)	2 days ; Sunday- 23.12.12 and X-Mas day 25.12.12	2 days	5 days	
3 rd Term : 01.01.2013 to 30.06.2013						
Dec. '12-Jan. '13	27th	Dec. 30-Jan.05	2 days; Sunday-30.12.12 & New year's day- 01.1.13	2 days	5 days	
Jan. '13	28th	Jan. (6-12)	1 day ; Sunday-6.1.13	1 day	6 days	
Jan. '13	29th	Jan. (13-19)	1 day ; Sunday-13.1.13	1 day	6 days	
Jan. '13	30th	Jan. (20-26)	4 days ; Sunday-20.1.13, Netaji Birth Day-23.1.13, Fathehadooazdaham- 25.1.13, Republic Day- 26.1.13	4 days	3 days	
Jan.-Feb. '13	31st	Jan. 27-Feb.2	1 day ; Sunday-27.1.13	1 day	6 days	

Feb. '13	32nd	Feb. (3-9)	1 day ; Sunday-3.2.13	1 day	6 days	
Feb. '13	33rd	Feb. (10-16)	3 days ; Sunday-10.2.13, Saraswati Puja-15.2.13 & 16.2.13	3 days	4 days	
Feb. '13	34th	Feb. (17-23)	1 day ; Sunday-17.2.13	1 day	6 days	
Feb.-Mar. '13	35th	Feb.24-Mar.2	1 day ; Sunday-24.2.13	1 day	6 days	
Mar. '13	36th	Mar. (3-9)	1 day ; Sunday-3.3.13	1 day	6 days	
Mar. '13	37th	Mar. (10-16)	1 day ; Sunday-10.3.13	1 day	6 days	
Mar. '13	38th	Mar. (17-23)	1 day ; Sunday-17.3.13	1 day	6 days	
Mar. '13	39th	Mar. (24-30)	4 days ; Sunday-24.3.13, Doljatra - 27.3.13 & 28.3.13, Good Friday- 29.3.13	4 days	3 days	
Mar.-Apr. '13	40th	Mar.31-Apr.6	1 day ; Sunday-31.3.13	1 day	6 days	
Apr. '13	41st	Apr. (7-13)	1 day ; Sunday-7.4.13	1 day	6 days	
Apr. '13	42nd	Apr. (14-20)	2 days ; Chaitra Sankranti 14.4.13, Bengali New Year's Day 15.4.13	2 days	5 days	
Apr. '13	43rd	Apr. (21-27)	1 day ; Sunday-21.4.13	1 day	6 days	
Apr.-May '13	44th	Apr.28-May 4	2 days ; Sunday-28.4.13 & May Day-1.5.13	2 days	5 days	
Total					223 days	
Summer Recess from 05.05.2013 to 08.06.2013						
May '13	45th	May (5-11)	Summer Recess, Rabindra Jayanti-9.5.13	7 days	Nil	
May '13	46th	May (12-18)	Summer Recess	7 days	Nil	
May '13	47th	May (19-25)	Do	7 days	Nil	
May-June '13	48th	May 26 - June1	Do	7 days	Nil	
June '13	49th	June (2-8)	Do	7 days	Nil	

June '13	50th	June (9-15)	1 day ; Sunday-9.6.12	1 day	6 days	
June '13	51th	June (16-22)	1 day ; Sunday-16.09.12	1 day	6 days	
June '13	52nd	June (23-30)	1 day ; Sunday-23.6.13	1 day	6 days	
June '13	53rd	30- Jun	1 day ; Sunday-30.6.13	1 day	Nil	
Total					241 days	

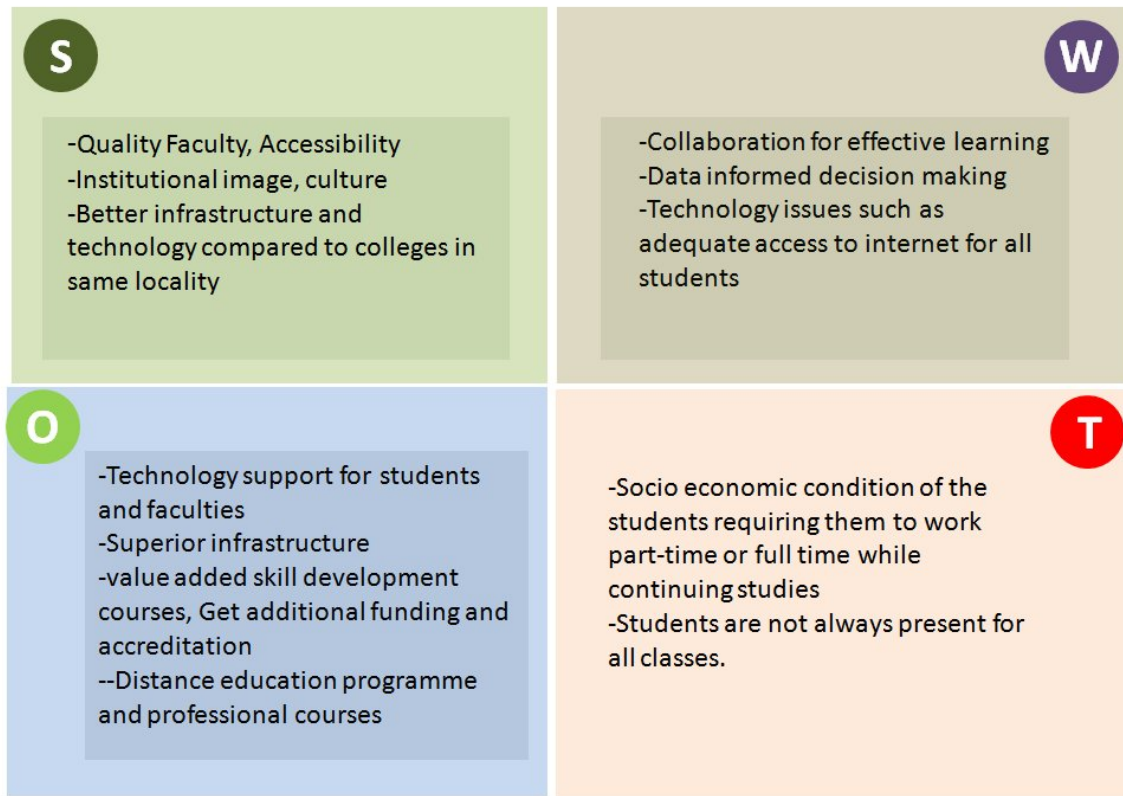
Academic Calendar 2nd Part 2012-13

Particulars	Day(S)	Day(S)
Total number Of days available for holding classes, Class Tests, Admission Works etc.	(241 - 29)	212
College Examinations (Test Examination)	20	
Annual Sports	1	
Annual Social	1	
Freshers' Welcome	1	
Foundation Day	1	
Students' Election/ Election of Student Union	1	
Principal's Discretion, if applied-used	4	

Total 29 days

Annexure II

SWOT ANALYSIS



Annexure III

Best Practice

Practice #1

Title – Teacher empowerment

Objective – Teacher empowerment is a very essential step towards the empowerment of students. A teacher empowerment program was framed and put in place for providing quality education in our college.

Context – We strongly believe that teacher empowerment is a vital key to providing quality education to students. Since the recruitment of teachers is managed entirely by the State Govt., a teacher empowerment program is put in place to empower teachers.

Practice – The college has taken ample number of steps to empower teachers such as

- Provide upgraded infrastructure such as computers with internet access to teachers
- Provided access to online journals and text books
- Train teachers to use advanced ICT technologies
- Train teachers to use advanced teaching aid for effectively delivering curriculum
- Introduce anonymous student feedback program to help teachers understand the expectations of the students and incorporate it into the process of delivering curriculum.
- Encourage teachers to apply for refresher courses, Faculty improvement programs

Evidence of Success –

- 1) The quality of education has gone up with the introduction of teacher empowerment program.

Resources Required –

- 1) Financial resources required.

Problems encountered – None.

Contact Details

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Action taken report

1. Infrastructure:

- (i) 3 new class rooms and 1 laboratory (for Geography) have been built/set up during this session.
- (ii) New equipments (including computers) have been purchased.
- (iii) Cycle shed for the students has been renovated.

2. Office Management: The College office was partly computerized and some members of the Non-teaching staff were given computer training.

3. Academic Excellence:

- (i) Two state level seminars were organized on
 - (a) Bangla Katha Shahityey Nimna Barger Ithihash
 - (b) Impact of Child Labour in the Economy.
- (ii) A number of full time and Part-time teachers participated in state and national level seminars (36) and presented academic papers some teachers also published papers and books.
- (iii) Students' seminars and subject oriented Quiz contests have been organized in all Honours departments.
- (iv) Term tests have been taken by all the departments.
- (v) Wall magazines have been published by all Honours departments.

4. Students Support/Progression: (i) Remedial coaching classes have been arranged for weaker students.

5. Extension Activities/Outreach Programme: The NSS units of the college undertook a number of extension activities and outreach programmes during this academic session to create general awareness about the evils of early marriage of girls, drug abuse and about the necessities of following some basic health practices. The NSS volunteers also staged a street drama in the adopted village to make the villages aware of their responsibility to boycott dowry system.