

# KABI SUKANTA MAHAVIDYALAYA

Hooghly, West Bengal, PIN-712221

## Part – A

### I. 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.Malabika Mondal

Tel. No. with STD Code:

8902283609

Mobile:

9433458289

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:

(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:

Web-link of the AQAR:

www.ksmv.info/AQAR2015-16.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	<b>C++</b>		<b>2007</b>	<b>2012</b>
2	2 <sup>nd</sup> Cycle	<b>B</b>		<b>2015</b>	<b>2020</b>
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 AQAR for the year

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  | 2012-2013 | submitted to NAAC on | (02/12/2014) |
| v. AQAR   | 2013-2014 | submitted to NAAC on | (02/12/2014) |
| Vi AQAR   | 2014-2015 | submitted to NAAC on | (27/09/2016) |

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  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.11 Type of Faculty/Programme

Arts      Science      Commerce      Law       PEI (Phys Edu)

TEI (Edu)       Engineering       Health Science       Management

Others (Specify)      UGC Sponsored Travel and Tourism Management ( Self Financing)

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

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

Autonomy by State/Central Govt. / University      N.A.

University with Potential for Excellence      N.A.      UGC-CPE      N.A.

DST Star Scheme      N.A.      UGC-CE      N.A.

UGC-Special Assistance Programme      N.A.      DST-FIST      N.A.

UGC-Innovative PG programmes      N.A.      Any other (*Specify*)      N.A.

UGC-COP Programmes      N.A.

## **2. IQAC Composition and Activities**

2.1 No. of Teachers      11

2.2 No. of Administrative/Technical staff      2

2.3 No. of students      1

2.4 No. of Management representatives      1

2.5 No. of Alumni      1

2.6 No. of any other stakeholder and community representatives      1

2.7 No. of Employers/ Industrialists      1

2.8 No. of other External Experts      1

2.9 Total No. of members      19

2.10 No. of IQAC meetings held      04

2.11 No. of meetings with various stakeholders:      No.      10      Faculty      04

Non-Teaching Staff      02      Students      02      Alumni      02      Others      02

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

If yes, mention the amount

**N.A.**

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  NA International  NA National  NA State  NA Institution Level

(ii) Themes

**Seminars and Workshop on' Self Defence for Women' – 8<sup>th</sup> March 2016  
Supported by Axis Bank**

2.14 Significant Activities and contributions made by IQAC

The IQAC has recommended for our college faculties to visit some of the other institutions in the surrounding so that our college gets an idea about the modern equipment's that can be used for teaching purpose. The IQAC has also introduced spoken English classes for the benefit of students. Recommendations to visit some adjacent Institutions, to purchase some teaching friendly modern equipment's, introduction of Communicative English

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
<ol style="list-style-type: none"> <li>1. IQAC planned to implement the recommendations made by NAAC Peer Team during its visit to the college in April 2015</li> <li>2. According to the instruction of Dept. Of Higher Education for making suitable spaces designated as 'E-Learning Zones' for bonafied students arrangements are under process for this purpose.</li> </ol>	<ol style="list-style-type: none"> <li>1. Distance Education through IGNOU has started in this session.</li> <li>2. Continuing A Certificate Course in Functional/Communicative English, Graphic Designing , Recitation and Proof reading .</li> </ol>

Academic Calendar of the year 2015-16 (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

**Plan :**  
 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. 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 Peer Team.
5. Extension Activities/Outreach Programme: The IQAC recommended to the NSS and NCC 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 service.

**Achievement :**

1. Infrastructure : (i) 3 new class rooms and 1 laboratory (for Computer Science) have been built/set up during this session. The college has spent Rs. 19 lakhs to the purpose. (ii) New equipments (including computers) have been purchased at the cost of Rs. 62thousands. (iii) A cycle shad for the students has been built up.
2. Office Management : The College office has been partly computerized and some members of the Non-teaching staff have been given computer training.
3. Academic Excellence : (i) B.B.A. (Honours) was introduced as a self-financing course. (ii) Two state level seminars were organized on (a) The impact of Assessment and Accreditation by NAAC (24 April, 2009) (b) Human Rights and Human Development in India (25 April, 2009). (iii) A number of full time and Part-time teachers participate in state and national level seminars (36) and presented academic papers some teachers also published papers and books. (iv) Students' seminars and subject oriented Quiz contests have been organized all Honours departments. (v) Term tests have been taken by all the departments . (vi) Well magazines have been published by all Honours and some Pass departments.
4. Students Support/Progression: (i) Remedial coaching classes have been arranged for weaker students. (ii) A certificate course in Functional/Communicative English has been introduced during this session.
5. 5. Extension Activities/Outreach Programme: The NSS units of the college undertook a number of extension activities and outreach programmes during this academic session these include meetings with the villagers' 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 villagers aware of their responsibility in keeping their surrounding clean ( Swach Bharat Programme)

**Part – B**

**Criterion – I**

**I. 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	<b>02</b>		<b>01</b>	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				<b>02</b>

Others (IGNOU)	01			
<b>Total</b>	<b>03</b>	<b>00</b>	<b>01</b>	<b>02</b>
Interdisciplinary				
Innovative				

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options : **Open Options.**  
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	<b>10</b>

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

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

*Analysis of the feedback : See Annexure-IV*

- 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.

Sociology and Political Science Hons, Distance Education of IGNOU ( Centre code 28150 )

## Criterion – II

### 2. Teaching, Learning and Evaluation

- 2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
<b>11</b>	<b>07</b>	<b>04</b>	<b>--</b>	<b>01</b>

- 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		Others		Total	
R	V	R	V	R	V	R	V	R	V
<b>0</b>	<b>12</b>								<b>12</b>

2.4 No. of Guest and Visiting faculty and Temporary faculty

10

0

0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	02	04
Presented papers	01	02	04
Resource Persons	00	00	00

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 been very helpful for students in fetching good results.

2.7 Total No. of actual teaching days  
During this academic year

212

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

Nil

2.10 Average percentage of attendance of students\

60 %

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 Bengali)	31	25		5	20	0	80.64
B.A. (Hons. in History)	18	06		0	06	0	33.33
B.A. (Hons. in English)	21	07		0	07	0	33.33
B.A. (Hons. in Sanskrit)	19	07		0	07	0	29.71
B.A. (Hons. in Geography)	23	17		1	16	0	73.91
B.Com (Hons. in Accountancy)	09	04		0	04	0	44.44

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**

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	<b>00</b>
UGC – Faculty Improvement Programme	<b>00</b>
HRD programmes	<b>00</b>
Orientation programmes	<b>00</b>
Faculty exchange programme	<b>00</b>
Staff training conducted by the university	<b>00</b>
Staff training conducted by other institutions	<b>00</b>
Summer / Winter schools, Workshops, etc.	<b>01</b>
Others	<b>00</b>

### 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	<b>04</b>		---	
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, 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	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>



Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil
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3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	02	03	01
Outlay in Rs. Lakhs	87000.00	4laks 45000.00	5.32	87000.00

3.4 Details on research publications

	International	National	Others
Peer Review Journals	05	07	Nil
Non-Peer Review Journals	Nil	06	01
e-Journals	Nil	Nil	Nil
Conference proceedings	02	06	01

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

3.16 No. of patents received this year

Type of Patent		Number
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

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level

National level  International level

3.22 No. of students participated in NCC events:

University level	<b>Nil</b>	State level	<b>Nil</b>
National level	<b>Nil</b>	International level	<b>Nil</b>

3.23 No. of Awards won in NSS:

University level	<b>Nil</b>	State level	<b>Nil</b>
National level	<b>Nil</b>	International level	<b>Nil</b>

3.24 No. of Awards won in NCC:

University level	<b>Nil</b>	State level	<b>Nil</b>
National level	<b>Nil</b>	International level	<b>Nil</b>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>
NCC	<input type="text"/>	NSS	<b>03</b>
		Any other	<input type="text"/>

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	<b>40 Kattha</b>	<b>N.A.</b>	<b>Donation</b>	<b>40 Kattha</b>
Class rooms	<b>17</b>	<b>03</b>	<b>W.B. &amp; UGC</b>	<b>20</b>
Laboratories	<b>01</b>	<b>01</b>	<b>UGC</b>	<b>02</b>
Seminar Halls	<b>01</b>	<b>00</b>	<b>-</b>	<b>01</b>

No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	<b>05</b>	<b>65</b>	<b>RUSA</b>	<b>70</b>
Value of the equipment purchased during the year (Rs. in Lakhs)		<b>25,75,480.00</b>	<b>RUSA</b>	<b>25,75,480.00</b>
Others ( Books + Infrastructure)		<b>74,24,520.00</b>	<b>RUSA</b>	<b>74,24,520.00</b>

#### 4.2 Computerization of administration and library

**Already done in 2007**

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value(Rs.)	No.	Value(Rs.)	No.	Value(Rs.)
Text Books & Reference Books	<b>18193</b>	<b>3812929.00</b>	<b>4479</b>	<b>1339757.00</b>	<b>22672</b>	<b>5152686.00</b>
e-Books*	<b>93809</b>	<b>5725.00</b>	----	----	----	----
Journals & Periodicals	<b>06</b>	----	----	----	<b>93809</b>	<b>5725.00</b>
e-Journals*	<b>6247</b>	<b>5725.00</b>	----	----	<b>6247</b>	<b>5725.00</b>
Digital Database	----	----	----	----	----	----
CD & Video	<b>47</b>	----	----	----	----	----
Others (Magazine)	<b>13</b>	----	----	----	----	<b>4636.00</b>

\* INFLIB NET. – E RESOURCES - NLIST

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	<b>32</b>	<b>01</b>	<b>07</b>	<b>01</b>	<b>01</b>	<b>08</b>	<b>05</b>	<b>19</b>
Added	<b>39</b>	<b>01</b>	<b>00</b>	---	----	<b>05</b>	<b>22</b>	<b>12</b>
Total	<b>71</b>	<b>02</b>	<b>07</b>	<b>01</b>	----	<b>13</b>	<b>27</b>	<b>31</b>

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

**Already done 2007**

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT

**16,24,385**

ii) Campus Infrastructure and facilities

**44,59,209**

iii) Equipments

**10,61,761**

iv) Others

**29,04,645**

Total : **1,00,50,000.00**

## 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 and regular notices are also displayed on the website 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
<b>1291</b>	<b>N.A.</b>	<b>N.A.</b>	<b>N.A.</b>

#### (b) No. of students outside the state

**0**

#### (c) No. of international students

**0**

Men	No	%	Women	No	%
	<b>618</b>	<b>47.86</b>		<b>673</b>	<b>52.14</b>

Last Year (2014 -2015 )						This Year (2015 -2016)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
<b>939</b>	<b>394</b>	<b>36</b>	<b>93</b>	---	<b>1614</b>	<b>849</b>	<b>254</b>	<b>28</b>	<b>160</b>	----	<b>1291</b>

Demand ratio : 80%      Dropout : 27%

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

Remedial Coaching (10-11) , Career Counselling ( 12-13 ) ,Equal Opportunity Course ( 12 – 13 )

No. of students beneficiaries

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

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

5.6 Details of student counselling and career guidance

**Nil**

No. of students benefitted **N/A**

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
N/A	N/A	N/A	N/A

5.8 Details of gender sensitization programmes

5.9 Students Activities

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

State/ University level  National level **0** International level **0**

No. of students participated in cultural events

State/ University level **Nil** National level **Nil** International level **Nil**

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 **Nil** National level **Nil** International level **Nil**

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government		
Financial support from other sources		
Number of students who received International/	<b>Nil</b>	<b>Nil</b>

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

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, considering this, now the college has put up a Xerox shop inside the college campus so that the students are majorly benefited from this.

## 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

**2 MRPs are Ongoing, Pursuing Ph D. – 05 , Awarded Ph D. – 02**

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Computer, Internet, Smart Boards with Projectors, Open Wifi facility, Introduction of Solar Panels, Water Cooler, AC, smoke alarm, CC camera.

### 6.3.6 Human Resource Management

Workshop Self Defence for Women- Supported by Axis Bank.

### 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
6.5 Total corpus fund generated	Student	

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	<b>No</b>	<b>N.A.</b>	<b>Yes</b>	<b>Teachers Council</b>
Administrative	<b>No</b>	<b>N.A.</b>	<b>Yes</b>	<b>Teachers Council</b>

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 have 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 modernised Geography laboratory and computer laboratory for commerce.

Name \_\_\_\_\_

Name \_\_\_\_\_

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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**Annexure-I**

**Academic Calendar for the year 2015 – 2016**

Academic Calendars for the year 2015-2016(From 1 <sup>st</sup> July, 2015 to 30 <sup>th</sup> June, 2016)						
First Term : 01.07.2015 to 13.11.2015						
Month	Week-wise	Dates in the week	Nos. of Holidays	Nos. Of no-class days	Nos. Of days available for holding classes, class Tests Admission work etc.	Remarks
1	2	3	4	5	6	7
July '15	1st	July (1-4)	0 day ; Sunday	0 day	4 days	
July '15	2nd	July (5-11)	1 day ; Sunday- 05.7.15	1 day	6 days	
July '15	3rd	July (12-18)	1 day ; Sunday- 12.7.15 Id-UI-Fitar-18.7.15,	2 day	5 days	
July '15	4th	July (19-25)	1 day ; Sunday- 19.7.15	1 day	6 days	
July-Aug. '15	5th	July 26-Aug.01	1 day ; Sunday - 26.7.15	1 day	6 days	
Aug. '15	6th	Aug. (02-08)	1 day ; Sunday-02.8.15	1 day	6 days	
Aug. '15	7th	Aug. (09-15)	2 days; Independence Day 15.8.14, Sunday-09.8.15	2 days	5 days	
Aug. '15	8th	Aug. (16-22)	1 day ; Sunday-16.8.15	1 day	6 days	
Aug. '15	9th	Aug. (23-29)	1 day ; Sunday-23.8.15	1 day	6 days	

Aug.-Sept. '15	10th	Aug, 30 - Sept. (5)	1 day ; Sunday-30.8.15 Janmastami – 05.09.15	2 days	5 days	
Sept. '15	11th	Sept. (6-12)	1 day ; Sunday-06.9.15	1 day	6 days	
Sept. '15	12th	Sept. (13-19)	2 days ; Sunday-13.9.15 Viswakarma Puja- 18.9.15	2 days	5 days	
Sept. '15	13th	Sept. (20-26)	2 days ; Sunday-20.9.15 Id-Ud-Zuha – 25-09-2015	2 days	5 days	
Sept.-'15 – Oct-'15	14th	Sept.27- Oct 03	1 day ; Sunday-27.09.15 Gandhi Birth Day - 02.10.15	2 days	5 days	
Oct-'15	15th	Oct.04- Oct 10	1 day ; Sunday-04.10.15	1 day	6 days	
Oct-'15	16th	Oct.11- Oct 17	1 day ; Sunday-11.10.15 Mahalaya – 12.10.15	2 days	5 days	
Oct.-'15	17th	Oct.18- Oct 24	1 day ; Sunday-18.10.15 Puja Vacation	7 days	0 day	
Oct '15	18th	Oct. (25-31)	Puja Vacation	7 days	0 day	
Nov. '15	16th	Nov. (01-07)	Puja Vacation	7 days	0 day	
Nov. '15	17th	Nov. (08-14)	(08-13 Nov)Puja Vacation	6 days	1 day	
Nov. '15	18th	Nov.15-Nov.21	1 day ; Sunday-15.11.15 Jagadhatri Puja ( 17 to 21 .11.15)	6 days	1 day	
Nov. '15	19th	Nov. (22-28)	Sunday-22.11.15 Guru Nanak Birth Day - 25.11.15	2 days	5 days	
<b>2nd Term : From 14.11.2015 to 31.12.2015</b>						
Nov. '15 –Dec 15'	20th	Nov. 29 – Dec. 5	Sunday-29.11.15	1 day	6 days	
Dec. '15	21th	Dec. (06-12)	1 day ; Sunday- 06.12.15	1 day	6 days	
Dec. '15	22nd	Dec. (13-19)	1 day ; Sunday- 13.12.15	1 day	6 days	
Dec. '15	23rd	Dec. (20-26)	3 days ; Sunday- 20.12.15 Fateha Doaz Daham	3 days	4 days	
Dec. '15-Jan. '16	24th	Dec. (27-31) Jan ( 1 -2)	1 day ; Sunday- 27.12.15 New Years Day – 01.01.16	2 days	5 days	

Jan. '16	25 <sup>th</sup>	Jan. (3-09)	1 day ; Sunday- 3.1.16	1 day	6 days	
Jan. '16	26 <sup>th</sup>	Jan. (10-16)	1 day ; Sunday- 10.01.16	1 day	6 days	
<b>3 rd Term : 01.01.2015 to 30.06.2015</b>						
Jan. '16	27 <sup>th</sup>	Jan. (17-23)	2 days; Sunday-17.01.16 & Netaji's Birth Day 23.1.16	2 days	5 days	
Jan. '16	28 <sup>th</sup>	Jan. (24-30)	2 days ; Sunday-24.1.16 Republic Day--26.1.16	2 days	5 days	
Jan. '16-Feb. '16	29 <sup>th</sup>	Jan. 31 -Feb. (1-6)	1 day ; Sunday-31.01.16,	1 day	6 days	
Feb. '16	30 <sup>th</sup>	Feb. (7-13)	1 day ; Sunday-07.2.16, 1 day Saraswati Puja- 13.02.16	2 days	5 days	
Feb. '16	31 <sup>st</sup>	Feb. (14-20)	1 day ; Sunday-14.2.16	1 day	6 days	
Feb. '16	32 <sup>nd</sup>	Feb. (21-27)	1 day ; Sunday-21.2.16	1 day	6 days	
Feb. '16- Mar. '16	33 <sup>rd</sup>	Feb. '16 (28-29) Mar. (1-5)	1 day ; Sunday-28.2.16	1 day	6 days	
Mar. '16	34 <sup>th</sup>	Mar. (6-12)	1 day ; Sunday-06.3.16	1 day	6 days	
Mar. '16	35 <sup>th</sup>	Mar. (13-19)	1 day ; Sunday-13.3.16	1 day	6 days	
Mar. '16	36 <sup>th</sup>	Mar. (20-26)	1 day ; Sunday-20.3.16 Doljatra- 23.03 – 24.03.16 Good Friday – 25.03.16	4 days	3 days	
Mar. '16 – Apr.16	37 <sup>th</sup>	Mar. (27-31), Apr.(1-2)	2 days ; Sunday -27-03-16	1 day	6 days	
Apr. '16	38 <sup>th</sup>	Apr. (03-09)	1 day ; Sunday-03.04.16	1 day	6 days	
Apr. '16	39 <sup>th</sup>	Apr.(10-16)	3 day ; Sunday-10.4.16 Chaitra Sankranti 13.4.16, Bengali New Year's Day 15.4.16	3 days	4 days	
Apr. '16	40 <sup>th</sup>	Apr. (17-23)	1 day ; Sunday-17.04.16	1 day	6 days	
Apr. '16	41 <sup>st</sup>	Apr. (24-30)	1 day ; Sunday-24.4.16	1 days	6 days	Part-III Exam.
May '16	42 <sup>nd</sup>	May. (01-07)	1 day ; Sunday-01.05.16	1 day	6 days	Part-III Exam.

May '16	43rd	May. (08-14)	1 day ; Sunday-08.5.16 Rabindra Jayanti – 09.05.16 Summer Recess – 09.05.16	7 days	Nil	Part-III Exam.
May '16	44th	May. (15-21)	Summer Recess-	7 days	Nil	Part-III Exam.
May '16	45th	May (22-28)	Summer Recess	7 days	Nil	Part-III Exam.
May '16-June '16	46th	May -29 -31, June (1-04)	Summer Recess	7 days	Nil	
June '16	47th	June (5-11)	Summer Recess 5 -7.06.16	3 days	4 days	Part-I Exam.
June '16	48th	June (12-18)	1 day ; Sunday-12.06.16	1 days	6 days	Part-I Exam..
June '16	49th	June (19-25)	1 day ; Sunday-19.6.16	1 days	6 days	Part-I Exam.
June '16	50th	June (26-30)	1 day ; Sunday-26.6.16	1 day	4 days	Part-I Exam.
<b>Total</b>					<b>241 days</b>	

**Academic Calender 2015-16**

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**

<p><b>S</b></p> <ul style="list-style-type: none"> <li>-Quality Faculty, Accessibility</li> <li>-Institutional image, culture</li> <li>-Better infrastructure and technology compared to colleges in same locality</li> </ul>	<p><b>W</b></p> <ul style="list-style-type: none"> <li>-Collaboration for effective learning</li> <li>-Data informed decision making</li> <li>-Technology issues such as adequate access to internet for all students</li> </ul>
<p><b>O</b></p> <ul style="list-style-type: none"> <li>-Technology support for students and faculties</li> <li>-Superior infrastructure</li> <li>-value added skill development courses, Get additional funding and accreditation</li> <li>--Distance education programme and professional courses</li> </ul>	<p><b>T</b></p> <ul style="list-style-type: none"> <li>-Socio economic condition of the students requiring them to work part-time or full time while continuing studies</li> <li>-Students are not always present for all classes.</li> </ul>

### Annexure III

#### Best Practice

##### Practice #1

##### Title

Environmental awareness

##### Goal

To create awareness about the environment among the student community.

##### The Context

Due to the socio-economic background of our students, we have observed a general lack of awareness about the environment.

##### The Practice

We try to create a general awareness on how important it is to preserve the environment by having a plastic free zone in and around the campus, we also encourage students to plant trees so that we have a greener and a cleaner tomorrow.

We have also conducted workshops in the college to create general awareness about the environmental biodiversity.

##### Evidence of Success



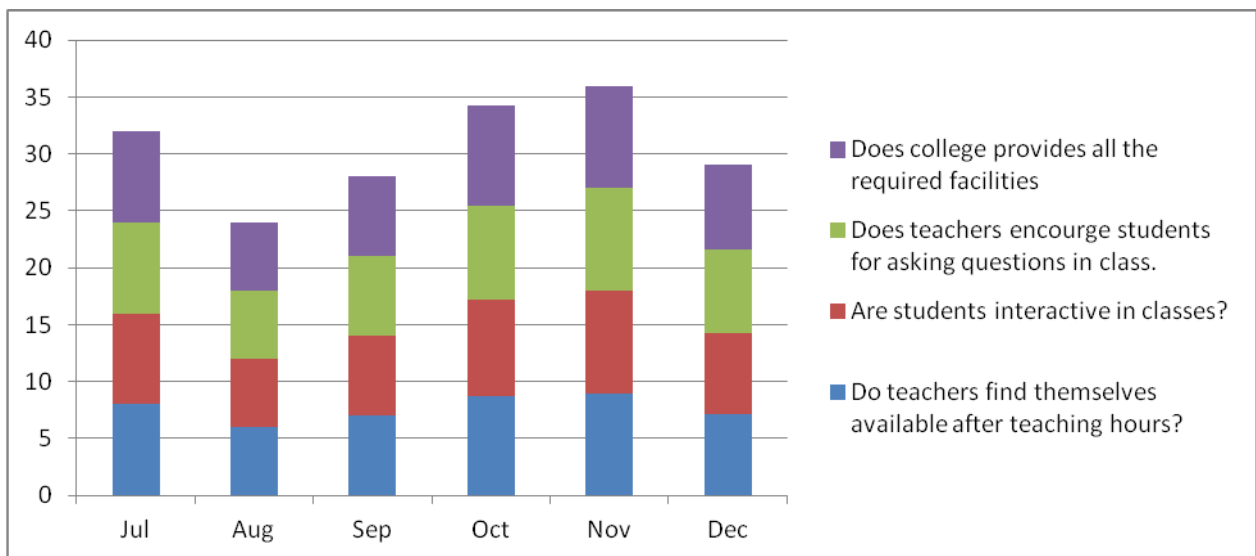
Today, our campus is greener compared to many campuses in the surrounding areas. We have also been able to successfully create a plastic free zone.

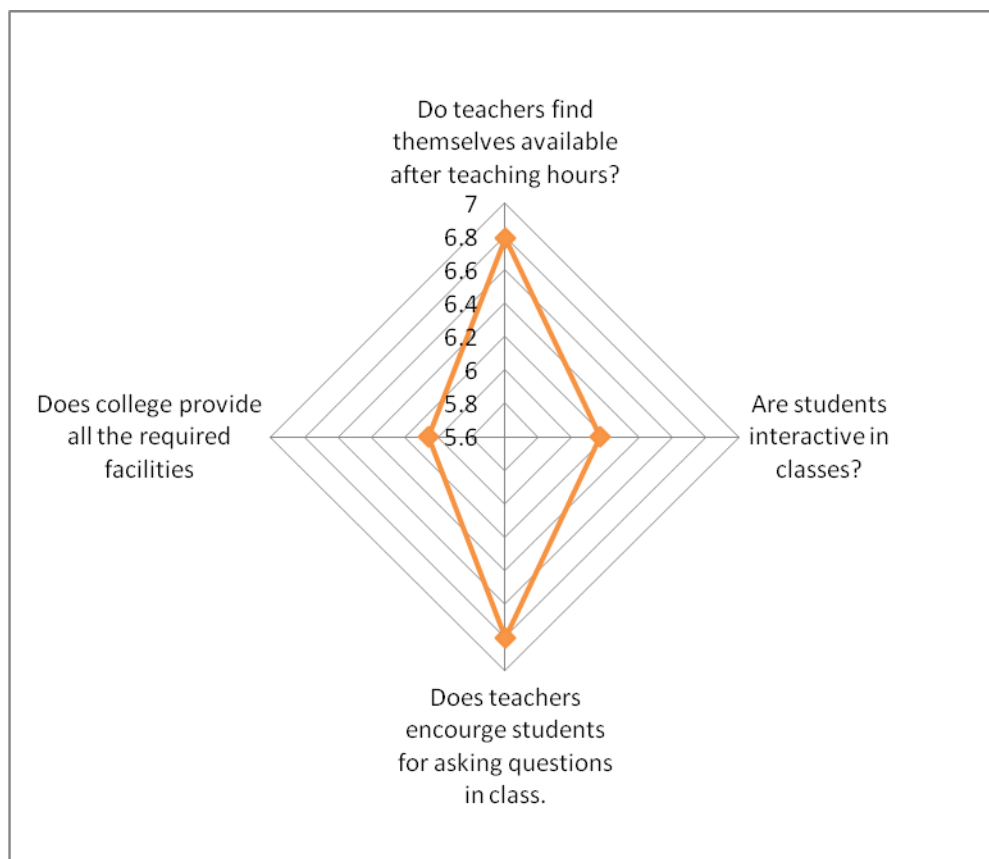
### **Problems Encountered and Resources Required**

The college does not have enough resources to organize workshops and invite external advisors. We still, try to work with our limited resources and bring the best out of it.

### **Annexure IV**

#### **Feedback analysis**





**Latest data (Feedback is taken in a scale of 1-10, with 10 being the highest)**

Student name	Do teachers find themselves available after teaching hours?	Are students interactive in classes?	Does teachers encourage students for asking questions in class.	Does college provide all the required facilities
Priyanka Adak	8	8	8	8
Pradipta Das	6	6	6	6
Abhoy Kumar Koley	7	7	7	7
Sanjib Kumar Kodali	8.7	8.5	8.2	8.8
Bibhas Bera	9	9	9	9
Biswanath Shaw	7.1	7.2	7.3	7.4

<b>Palash Kumar Koley</b>	2	9	10	10
<b>Azahar Mallick</b>	9	10	7	4
<b>Paritosh De</b>	5	10	9	10
<b>Mousumi Manna</b>	7	9	7	4
<b>Papiya Pal</b>	2	8	8	10
<b>Punam Sur Roy</b>	2	10	2	6
<b>Lata Banerjee</b>	2	8	4	5
<b>Srimanta Das</b>	7	7	7	6
<b>Anindita Kundu</b>	10	10	9	9
<b>Munmun Dhara</b>	2	7	10	6
<b>Sadhana Das</b>	9	2	8	2
<b>Moumita Hati</b>	4	3	5	10
<b>Santanu Roy</b>	5	2	8	3
<b>Dipak Kumar De</b>	4	10	4	9
<b>Aniket Maiti</b>	4	5	3	4
<b>Piu Jana</b>	7	3	7	7
<b>Prosenjit Pal</b>	2	2	2	6
<b>Koushik</b>	6	3	3	8

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**Maity**

<b>Arpita Pal</b>	4	8	7	6
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<b>Dipu Duley</b>	6	10	7	7
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<b>Abhijit Patra</b>	8	6	5	7
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<b>Arindam Patra</b>	7	3	10	5
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<b>Priti Pal</b>	2	8	9	8
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<b>Maham mad Kadir Mallick</b>	3	5	2	8
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<b>Biplab Pal</b>	5	10	3	8
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<b>Suparna Kamley</b>	6	2	8	3
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<b>Krishna Show</b>	8	7	3	9
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<b>Moumita Ghosh</b>	3	3	9	9
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<b>Madhum ita Pal</b>	6	4	4	7
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<b>Arkanaya n Sheth</b>	6	2	10	3
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<b>Krishna Bhaumik</b>	2	2	5	8
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<b>Papan China</b>	6	5	10	9
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<b>Saurav China</b>	5	3	6	6
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<b>Sormistha Halder</b>	3	2	4	8
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<b>Manas Bhaumik</b>	9	8	8	8
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<b>Tulika Ghosh</b>	5	7	3	5
<b>Debasish Mitra</b>	9	3	4	10
<b>Lusi Das</b>	8	7	3	4
<b>Sutanu Das</b>	5	8	3	3
<b>Shelley Ghosh</b>	7	10	9	7
<b>Santana Bhowmick</b>	9	10	2	3
<b>Moutusi Bhowmick</b>	10	7	5	6
<b>Arobinda Samanta</b>	10	7	5	5
<b>Koushik Kumar Ghosh</b>	10	8	6	10
<b>Mousumi Porel</b>	9	10	3	6
<b>Bhaskar Pal</b>	6	4	8	10
<b>Monalisa Maji</b>	10	7	6	10
<b>Luna Mazumder</b>	3	10	8	3
<b>Sabita Malik</b>	10	9	10	7
<b>Mithu Das</b>	3	9	2	7
<b>Shrabani Nandy</b>	8	10	8	3
<b>Saumen Samanta</b>	6	3	6	2

## Annexure V

### Action taken report

1. Infrastructure : (i) 3 new class rooms and 1 laboratory (for Computer Science) have been built/set up during this session. The college has spent Rs. 19 lakhs to the purpose. (ii) New equipments (including computers) have been purchased at the cost of Rs. 62thousands. (iii) A cycle shed for the students has been built up.
2. Office Management : The College office has been partly computerized and some members of the Non-teaching staff have been given computer training.
3. Academic Excellence : (i) B.B.A. (Honours) was introduced as a self-financing course. (ii) Two state level seminars were organized on (a) The impact of Assessment and Accreditation by NAAC (24 April, 2009) (b) Human Rights and Human Development in India (25 April, 2009). (iii) A number of full time and Part-time teachers participate in state and national level seminars (36) and presented academic papers some teachers also published papers and books. (iv) Students' seminars and subject oriented Quiz contests have been organized all Honours departments. (v) Term tests have been taken by all the departments . (vi) Well magazines have been published by all Honours and some Pass departments.
4. Students Support/Progression : (i) Remedial coaching classes have been arranged for weaker students. (ii) A certificate course in Functional/Communicative English has been introduced during this session.
5. Extension Activities/Outreach Programme : The NSS units of the college undertook a number of extension activities and outreach programmes during this academic session these include roller's organized 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 in keeping their surrounding clean.