

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

#### 1. Details of the Institution

1.1 Name of the Institution

DR. BHUPENDRA NATH DUTTA SMRITI MAHAVIDYALAYA

1.2 Address Line 1

P.O. - Hatgobindapur

Address Line 2

City/Town

Purba Bardhaman

State

West Bengal

Pin Code

713407

Institution e-mail address

bhupendranathdutta@yahoo.com

Contact Nos.

0342-2584616, 2584960, 2584401

Name of the Head of the Institution:

DR. NIRANJAN MANDAL

Tel. No. with STD Code:

0342-2584616

Mobile:

8670369082

Name of the IQAC Co-ordinator:

DR. MD. SALAUDDIN KHAN

Mobile:

9474553046

IQAC e-mail address:

iqac2019\_dbndsm@yahoo.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

WBCOXX13688

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)

EC(SC)/03/RAR/47

1.5 Website address:

www.dbndsm.edu.in

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

| Sl. No. | Cycle                 | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|------|-----------------------|-----------------|
| 1       | 1 <sup>st</sup> Cycle | B     | 2.47 | 2008                  | 2014            |
| 2       | 2 <sup>nd</sup> Cycle | B     | 2.61 | 2014                  | 2019            |
| 3       | 3 <sup>rd</sup> Cycle |       |      |                       |                 |
| 4       | 4 <sup>th</sup> Cycle |       |      |                       |                 |

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

08.12.2008

1.8 AQAR for the year (for example 2010-11)

2014 - 2015

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

- i. AQAR \_\_\_\_\_ (DD/MM/YYYY)4
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- 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  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)

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

THE UNIVERSITY OF BURDWAN

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

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

2.1 No. of Teachers

4

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

-

2.4 No. of Management representatives

2

2.5 No. of Alumni

-

2.6 No. of any other stakeholder and  
community representatives

-

2.7 No. of Employers/ Industrialists

-

2.8 No. of other External Experts

2.9 Total No. of members

8+1 = 9

2.10 No. of IQAC meetings held

2

2.11 No. of meetings with various stakeholders:

No.

2

Faculty

1

Non-Teaching Staff Students

1

Alumni

Others

2.12 Has IQAC received any funding from UGC during the year?

Yes

No

If yes, mention the amount

3,00,000.00

2.13 Seminars and Conferences (only quality related)

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

Total Nos.

0

International

National

State

Institution Level

(ii) Themes

NA

2.14 Significant Activities and contributions made by IQAC

(a) IQAC initiated and monitored the process of promotion of regular faculty under CAS.

(b) IQAC chalked out scheme for admission process and monitoring thereof.

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   |
|---|--|
| (i) Upgrade the field for the development of Physical Education department<br>(ii) Scheme for regularization of admission process and monitoring thereof.<br>(iii) Conservation of biodiversity in respect of indigenous variety of plants and renovation | (i) The football ground was prepared and East-Zone Handball Championship[Senior Level] was held from 28.12.2014 to 31.12.2014<br>(ii) Transparent admission process.<br>(iii) Steps were taken to conserve biodiversity of indigenous variety of plants. |

|                            |  |
|----------------------------|--|
| of medicinal plant garden. |  |
|----------------------------|--|

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

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

The Governing Body of the College approved the AQAR of 2014- 2015 and recommended the same for submission to the NAAC vide meeting resolution No. 925(s) dated 08.02.2019.

## 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                     | 18                            |  |                                     |  |
| PG Diploma             |                               |  |                                     |  |
| Advanced Diploma       |                               |  |                                     |  |
| Diploma                |                               |  |                                     |  |
| Certificate            |                               |  |                                     |  |
| Others                 |                               |  |                                     |  |
| <b>Total</b>           | 18                            |  |                                     |  |
| Interdisciplinary      |                               |  |                                     |  |
| Innovative             |                               |  |                                     |  |

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

(ii) Pattern of programmes:

|           |                      |
|-----------|----------------------|
| Pattern   | Number of programmes |
| Semester  |                      |
| Trimester |                      |
| Annual    | 18                   |

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students

*(On all aspects)*

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

*\*Please provide an analysis of the feedback in the Annexure*

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

New syllabus was introduced by The University of Burdwan in the department of English, Philosophy and Physical Education.

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 (Principal)    |
|-------|------------------|----------------------|------------|-----------------------|
| 25    | 18               | 7                    |            | 1(Retd on 31.08.2014) |

2.2 No. of permanent faculty with Ph.D.

19

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

| Asst. Professors |   | Associate Professors |   | Professors |   | Others (Principal) |   | Total |   |
|------------------|---|----------------------|---|------------|---|--------------------|---|-------|---|
| R                | V | R                    | V | R          | V | R                  | V | R     | V |
| 3                | 7 |                      |   |            |   |                    | 1 | 3     | 8 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

PTTs - 20

Guest-27

2.5 Faculty participation in conferences and symposia:

| No. of Faculty   | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended         | 5                   | 20             | 13          |
| Presented papers | 1                   | 7              | 7           |
| Resource Persons | -                   | 1              | -           |

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

ICT based teaching-learning was adopted. The lecture method of teaching was supplemented by using teaching aids, maps and charts. Educational excursions and field surveys had been organized each year.

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

242

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

NA

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

3

1(Board of Study)

2.10 Average percentage of attendance of students

65%



2.11 Course/Programme wise  
distribution of pass percentage :

| Title of the Programme | Total no. of students appeared | Division      |      |       |       |        |
|------------------------|--------------------------------|---------------|------|-------|-------|--------|
|                        |                                | Distinction % | I %  | II %  | III % | Pass % |
| B.A. (Hons)            | 153                            |               | 7.18 | 63.39 |       |        |
| B.Sc. (Hons)           | 27                             |               | 7.41 | 25.93 |       |        |
| B.Com. (Hons)          | 5                              |               |      | 20    |       |        |
| B.A. (Gen)             | 225                            |               |      | 6.67  |       | 29.78  |
| B.Sc. (Gen)            | 5                              |               |      | 40    |       |        |
| B.Com. (Gen)           | 1                              |               |      | 100   |       |        |

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

IQAC helped the teaching departments in identifying the needs of the students. Departments organized tutorial class and were also encouraged to use ICT for better interaction in teaching and learning process.

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i>  | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses                              | 3                                   |
| UGC – Faculty Improvement Programme            |                                     |
| HRD programmes                                 |                                     |
| Orientation programmes                         |                                     |
| Faculty exchange programme                     |                                     |
| Staff training conducted by the university     |                                     |
| Staff training conducted by other institutions |                                     |
| Summer / Winter schools, Workshops, etc.       |                                     |
| Others   |                                     |

2.14 Details of Administrative and Technical staff

| Category             | Number of Permanent Employees<br>(A) | Number of Vacant Positions<br>(B) | Number of permanent positions filled during the Year<br>(C) | Number of positions filled temporarily<br>(D) |
|----------------------|--------------------------------------|-----------------------------------|---|---|
| Administrative Staff | 13                                   | -                                 | -   | -   |
| Technical Staff      | 5                                    | -                                 | -   | -   |

### Criterion – III

## 3. Research, Consultancy and Extension

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

- i) Encouraged teachers to undertake research works including minor and major research projects.
- ii) Teachers were allowed leave on duty to attend and present research papers at conferences and seminars.
- lii) IQAC encouraged teachers to publish research works in different national and international journals.

### 3.2 Details regarding major projects

|                     | Completed | Ongoing | Sanctioned   | Submitted |
|---------------------|-----------|---------|--------------|-----------|
| Number              |           | 2       |              |           |
| Outlay in Rs. Lakhs |           |         | 27.95(lakhs) |           |

### 3.3 Details regarding minor projects

|                     | Completed   | Ongoing | Sanctioned   | Submitted |
|---------------------|-------------|---------|--------------|-----------|
| Number              | 4           |         | 6            |           |
| Outlay in Rs. Lakhs | 1.46(lakhs) |         | 18.17(lakhs) |           |

### 3.4 Details on research publications

|                          | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals     | 15            | 18       |        |
| Non-Peer Review Journals |               | 4        |        |
| e-Journals               |               | 1        |        |
| Conference proceedings   | 1             | 4        |        |

### 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        | 2013-16       | UGC, DST(SERB)             | 27,95,800.00           | 3,50,000.00 DST(SERB) |
| Minor Projects        | 2014-16       | UGC                        | 18,17,300.00           | 11,97,300.00          |

|  |  |  |  |  |
|--|--|--|--|--|
| Interdisciplinary Projects   |  |  |  |  |
| Industry sponsored   |  |  |  |  |
| Projects sponsored by the University/ College                                  |  |  |  |  |
| Students research projects<br><i>(other than compulsory by the University)</i> |  |  |  |  |
| Any other(Specify)   |  |  |  |  |
| Total  |  |  |  |  |

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

2

Chapters in Edited Books

8

ii) Without ISBN No.

1

3.8 No. of University Departments receiving funds from

UGC-SAP

-

CAS

-

DST-FIST

-

DPE

-

DBT Scheme/funds

-

3.9 For colleges

Autonomy

CPE

DBT Star Scheme

INSPIRE

CE

Any Other (specify)

3.10 Revenue generated through consultancy

Nil

3.11 No. of conferences

organized by the Institution

| Level               | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|---------|
| Number              | -             | -        | -     | -          | -       |
| Sponsoring agencies | -             | -        | -     | -          | -       |

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

1

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

DST, UGC

From Management of University/College

Total

15.47 (lakhs)

3.16 No. of patents received this year

| Type of Patent |         | Number |
|----------------|---------|--------|
| National       | Applied | NA     |
|                | Granted | NA     |
| International  | Applied | NA     |
|                | Granted | NA     |
| Commercialised | Applied | NA     |
|                | Granted | NA     |

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 |
|-------|---------------|----------|-------|------------|------|---------|
| 1     |               | 1        |       |            |      |         |

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  State level

National level  International level

3.23 No. of Awards won in NSS:

University level  State level

National level  International level

3.24 No. of Awards won in NCC:

University level  State level

National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
 NCC  NSS  Any other

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

- \* Blood donation camp held on 4<sup>th</sup> September 2014.
- \* East-Zone Handball Championship [Senior Level] was held from 28.12.2014 to 31.12.2014.
- \* Educational stalls where departmental students reach out to the common villagers to create awareness.
- \* Weekly medical health check up facility is available for students, employees and villagers free of cost.
- \* Plantation of new trees to promote green campus with indigenous variety.
- \* Proper management of electronic and harmful chemical waste.
- \* Plan chalk out for maintenance of plastic free campus.

**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   | 7.29 acres   |               |                    |              |
| Class rooms   | 22           |               |                    |              |
| Laboratories  | 8            |               |                    |              |
| 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)                   | 54.69(lakhs) | 10.29(lakhs)  | UGC & College fund | 64.98(lakhs) |

|        |  |  |  |  |
|--------|--|--|--|--|
| Others |  |  |  |  |
|--------|--|--|--|--|

#### 4.2 Computerization of administration and library

Office work of the college had been computerized with internet facility. In order to meet the growing demand for the usage of computer the number of computers had been increased from 11 to 20. The College had a plan of automated library.

#### 4.3 Library services:

|                  | Existing |            | Newly added |        | Total |            |
|------------------|----------|------------|-------------|--------|-------|------------|
|                  | No.      | Value      | No.         | Value  | No.   | Value      |
| Text Books       | 12084    | 2101090.25 | 291         | 167833 | 12375 | 2268923.25 |
| Reference Books  | 920      | 172452     | 0           | 0      | 920   | 172452     |
| e-Books          | -        | -          | -           | -      | -     | -          |
| Journals         | 3        | 24319      | -           | 10272  | 3     | 34591      |
| e-Journals       | 1        | 5000       | -           | -      | 1     | 5000       |
| Digital Database | -        | -          | -           | -      | -     | -          |
| CD & Video       | -        | -          | -           | -      | -     | -          |
| Others (specify) | -        | -          | -           | -      | -     | -          |

#### 4.4 Technology up gradation (overall)

|          | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 34              | 10            | -        | -                | -                | 11     | 13          | -      |
| Added    | 14              | 0             | -        | -                | -                | 9      | 5           | -      |
| Total    | 48              | 10            | -        | -                | -                | 20     | 18          | -      |

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

Departments had been provided computers with internet. Teachers continued with the use of ICT resources available in the college for better teaching learning process. The faculty members are provided with computer and internet facilities as well as the benefit of printer and scanner in their respective departments.

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

i) ICT

.24(lakhs)

ii) Campus Infrastructure and facilities

.58(lakhs)

iii) Equipments .59(lakhs)

iv) Others .17(lakhs)

**Total :** 1.60(lakhs)

## Criterion – V

### 5. Student Support and Progression

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

With the introduction of Online-admission, all information were displayed on the college website. Information were also displayed on the college notice board. Different sub-committees comprising teachers and non-teaching staff reached out to the students and made them aware of students support services.

#### 5.2 Efforts made by the institution for tracking the progression

The institution encouraged the teaching departments to track the progression of their student individually. The college always tried its best to ensure that all the students passing out from this institution pursued higher education and got themselves employed in suitable jobs. The college as well as individual teachers provided necessary books and financial assistance in this rural college where most of the students are first generation learners coming from poor background.

#### 5.3 (a) Total Number of students

| UG   | PG | Ph. D. | Others |
|------|----|--------|--------|
| 2695 | -  | -      | -      |

(b) No. of students outside the state -

(c) No. of international students -

|     |      |      |       |      |       |
|-----|------|------|-------|------|-------|
| Men | No   | %    | Women | No   | %     |
|     | 1477 | 54.8 |       | 1218 | 45.19 |

| Last Year |     |     |     |                       |       | This Year |     |     |     |                       |       |
|-----------|-----|-----|-----|-----------------------|-------|-----------|-----|-----|-----|-----------------------|-------|
| General   | SC  | ST  | OBC | Physically Challenged | Total | General   | SC  | ST  | OBC | Physically Challenged | Total |
| 1782      | 539 | 280 | 252 | -                     | 2734  | 1497      | 555 | 340 | 228 | -                     | 2695  |

Demand ratio

Dropout %

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

College purchased weekly newspaper relating to employment like Employment News and Karmakshetra. The college also purchased Peshaprabesh for preparation of competitive examination. The books are kept in the library for the easy access of students.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

NA

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 |
|                                 |                                 |                           |                           |

5.8 Details of gender sensitization programmes

Special lecture on Equal Rights of Men and Women in the department of Physical Education was organized.

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                                   | 384                | 147407.00  |
| Financial support from government                                    | 1623               | 1243600.00 |
| Financial support from other sources                                 | -                  | -          |
| Number of students who received International/ National recognitions | -                  | -          |

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_ Nil \_\_\_\_\_

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

- (i) To open new avenues for rural students for enabling them to pursue higher education
- (ii) Higher education to socially backward students
- (iii) Introduce job-oriented courses to promote self employment opportunities
- (iv) To give assistance to poor SC, ST, OBC and minority students to continue their higher studies

6.2 Does the Institution has a management Information System

The Principal and later the Teacher in Charge, The Governing Body, Teachers' Council and the Non-teaching staff of the college worked in unison and gave their best effort for proper implementation of plans and policies of the college.

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

#### 6.3.1 Curriculum Development

As an affiliated college of the University of Burdwan, the Institution implemented the curriculum specified by the University. Teachers of different departments participated in the curriculum development process.

#### 6.3.2 Teaching and Learning

The Institution continued with various innovative strategies like use of ICT, arranging educational tours, Field survey, promoting library reading and equipping laboratories for quality improvement.

#### 6.3.3 Examination and Evaluation

Internal examination and evaluation process was vested up respective teaching departments. Departments arranged class tests. Institution conducted the annual examination of 3 year degree courses following the examination schedule as notified by the University of Burdwan.

#### 6.3.4 Research and Development

Promoted conducive environment for smooth functioning of major research projects and minor research projects. Most of the teachers are Ph.D. holders and others are on the process of getting registered as a part- time Ph.D scholars.

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

New librarian was recruited upon the recommendation of College Service Commission and the scope for bringing about quality improvement in the library increased. Teachers continued with the use of ICT for daily teaching learning process and the different laboratories were provided with instruments as and when required.

#### 6.3.6 Human Resource Management

The Governing body, Teachers' Council, Non-teaching staffs and Students' union were constituted as per the relevant laws and statues.

#### 6.3.7 Faculty and Staff recruitment

Faculty and non-teaching staff were recruited as per UGC and State Govt. Norms. Full time faculty were appointed from WBCSC empanelled teacher candidates. Guest teachers were recruited by respective expert committees which included University experts, Principal and representative of the concerned department.

6.3.8 Industry Interaction / Collaboration

-

6.3.9 Admission of Students

Students were admitted on the basis of merit. Government and University rules and reservation policies were strictly followed. The College web-site and prospectus provided data and information relating to the institution.

6.4 Welfare schemes for

|              |  |
|--------------|--|
| Teaching     | Employees Co-operative Credit Society Ltd. & GSLI  |
| Non teaching | Employees Co-operative Credit Society Ltd. & GSLI  |
| Students     | Different Scholarships provided by Govt. and Non-Govt. Institution and college, Student Aid Fund, Half free and Full free and railway concession |

6.5 Total corpus fund generated

Nil

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       | -      | Yes      | -         |

|                |    |   |   |   |
|----------------|----|---|---|---|
| Administrative | 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?

NA

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

NA

6.12 Activities and support from the Parent – Teacher Association

NA

6.13 Development programmes for support staff

NA

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

## 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.

Yoga training classes were introduced in the department of physical education. Students achieved medals in national level yoga competition.

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

Football ground was prepared. East Zone Handball Championship[Senior Level] was organized(28.12.2014-30.12.2014). Canteen was renovated.

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

- (i) Blood donation camp
- (ii) Exhibition by students where they had direct interaction with the villagers
- (iii) Healthy teacher –student relationship
- (iv) Give assistance to poor SC, ST , OBC and minority students

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

7.4 Contribution to environmental awareness / protection

Regular environmental classes were organized to create awareness among students. Regular cleaning of the campus was assured. College enjoyed the lofty ambience of lush greenery. Pond was cleaned to maintain pond eco-system.

7.5 Whether environmental audit was conducted? Yes  No

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

**Strength:** (i) Well qualified, skilled and research-oriented teachers ;  
(ii) Professionally skilled non-teaching staff ;  
(iii) Cordial relationship among the stakeholders ;

**Weakness:** (i) Shortage of permanent faculty ;  
(ii) Shortage of adequate number of non-teaching staff ;  
(iii) The college authority has to recruit temporary guest faculties for the proper management of teaching-learning process ;  
(iv) Non-teaching posts are yet to be sanctioned by the state government for proper functioning of the office and laboratories of different science subjects ;

**Opportunities:** (i) A large and green college campus ;  
(ii) Huge infrastructural development ;  
(iii) Adequate number of books and journals in the library ;  
(iv) Increasing use of ICT in class rooms and office ;  
(v) Available safe drinking water ;  
(vi) Peaceful and healthy atmosphere ;

**Threats:** (i) Paucity of fund for improvement of infrastructure and library ;  
(ii) Drop out problem;

## 8. Plans of institution for next year

\* To initiate on line admission process of degree courses from college portal from academic session 2015-2016.

\*To provide high speed internet (WiFi) facility in the college office and other departments for better functioning of academic and administrative affairs.

\*To submit proposal to Zilla Parishad for construction of toilet block.

\*To complete the rest of the work of UGC Girls' Hostel.

Name Dr. Srabani Bose

Name Dr. Nirupama Bhattacharyya Goswami

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*Signature of the Coordinator, IQAC*

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*Signature of the Chairperson, IQAC*

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## **Annexure I**

### **Abbreviations:**

|      |   |  |
|------|---|--|
| CAS  | - | Career Advanced Scheme                   |
| CAT  | - | Common Admission Test                    |
| CBCS | - | Choice Based Credit System               |
| CE   | - | Centre for Excellence                    |
| COP  | - | Career Oriented Programme                |
| CPE  | - | College with Potential for Excellence    |
| DPE  | - | Department with Potential for Excellence |
| GATE | - | Graduate Aptitude Test                   |
| NET  | - | National Eligibility Test                |
| PEI  | - | Physical Education Institution           |
| SAP  | - | Special Assistance Programme             |
| SF   | - | Self Financing                           |
| SLET | - | State Level Eligibility Test             |
| TEI  | - | Teacher Education Institution            |
| UPE  | - | University with Potential Excellence     |
| UPSC | - | Union Public Service Commission          |

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