



The Annual Quality Assurance Report (AQAR) of the IQAC

Dinabandhu Mahavidyalaya, as a NAAC-accredited institution, submits herewith its annual self-reviewed progress report or Annual Quality Assurance Report (AQAR). The AQAR is being sent through the IQAC of Dinabandhu Mahavidyalaya. The report, as per the recommendations of the NAAC, details the tangible results achieved by Dinabandhu Mahavidyalaya in key areas, specifically stressed upon by the institutional IQAC at the beginning of the academic year. This AQAR, corresponding to the academic session stretching from July 1, 2010 to June 30, 2011, is also a detailed document of the results of the perspective plan worked out by the IQAC.

Part – A

1. Details of the Institution

1.1 Name of the Institution

DINABANDHU MAHAVIDYALAYA

1.2. Address Line 1

P.O.: BONGAON, DIST: NORTH 24
PARGANAS

City / Town

BONGAON

State

WEST BENGAL

Pin

743235

Institution e-mail

info@dinabandhumahavidyalaya.org



AQAR, 2010-2011

Dinabandhu Mahavidyalaya, Bongaon. Pin- 743235, West Bengal

Address Contact Nos.

Land: 03215-255044,

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Name of the Head of the Institution:

Dr. Sahidul Islam, Associate
Professor, Teacher-in-charge

Tel. No. with STD Code

NA

Mobile:

09433521044

Name of the IQAC Co-ordinator

Dr. Sharmila De

Mobile:

09748329535

IQAC e-mail address:

Nil

1.3. NAAC Track ID (For ex. MHCOGN 18879): ___ None

1.4 Website address:

www.dinabandhumahavidyalaya.org

Web-link of the AQAR:

None

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



1.5 Accreditation Details :

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

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

03/01/2005

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

2010-2011

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

- i. AQAR : 29/08/2005
- ii. AQAR: 30/08/2006
- iii. AQAR: 13/8/2007
- iv. AQAR:04/08/2008

1.9. Institutional Status :

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No



Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Types of Institution : Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law

PEI (Phys Edu)

TEI (Edn) Engineering Health Science
Management



Others (Specify) :

Distance Education under
i) Netaji Subhas Open University
ii) Kalyani University

1.11 Name of the Affiliating University (for the Colleges) :

West Bengal State University, Barasat

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

Autonomy by State/Central Govt./University	State		
University with Potential for Excellence	<input type="text" value="NO"/>	UGC-CPE	<input type="text" value="NO"/>
DST Star Scheme	<input type="text" value="NO"/>	UGC-CE	<input type="text" value="NO"/>
UGC-Special Assistance Programme	<input type="text" value="NO"/>	DST-FIST	<input type="text" value="NO"/>
UGC-Innovative PG programmes	<input type="text" value="NO"/>	Any other (<i>Specify</i>)	<input type="text" value="NO"/>
UGC-COP Programmes	<input type="text" value="NO"/>		



2. IQAC Composition and Activities

2.1 No. of Teachers	2010-11=8	
2.2 No. of Administrative/Technical staff	2010-11=3	
2.3 No. of students	0	
2.4 No. of Management representatives	0	
2.5 No. of Alumni	0	
2.6 No. of any other stakeholder and community representatives		0
2.7 No. of Employers/ Industrialists		0
2.8 No. of other External Experts		0
2.9 Total No. of members		2010-11= 11
2.10 No. of IQAC meetings held	5; Dates of meeting: 4.9.2010; 14.9.2010; 18.9.2010; 21.12.2010; 4.2.2011;	



2.11 No. of meetings with various stakeholders:

0

Faculty

3

Non-Teaching Staff

1

Students

0

Alumni

0

Others

0

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

If yes, mention the amount :

NA

2.13 Seminars and Conferences (only quality related)

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

Total Nos

1

International

0

National

0

State

0

Institution Level

01

(ii) Themes

Necessary Measures for Re-accreditation by NAAC

Speaker: Dr. P.K.Chakraborty, VC, WBHE Council. On 4.2.2011

2.14 Significant Activities and contributions made by IQAC:

The IQAC has been taking decisions and implementing measures to ensure that the best quality of education is provided to students by supervising the regular conducting of classes in all departments and that parity to the general routine is strictly maintained. Also, the IQAC supervises the timely preparation of the budget as well as the academic calendar by all departments of the college.



2.15 Plan of Action by IQAC/Outcome

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

Plan of actions adopted and achievements by the IQAC during 2010-2011

Plan of Action	Achievements
<p>The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and outcome achieved by the end of the year.</p> <ol style="list-style-type: none">1. Admission of first year students in Honours and General courses through merit list to be ensured.2. Academic improvement through analysis of University results.3. To introduce Honours course in Education.4. Computerization of admission procedure and few computers to be purchased.5. A seminar for orientation of the staff members towards need for reaccreditation.6. The college website is to be launched.	<p>The following works have been completed during this academic year.</p> <ol style="list-style-type: none">1. Admission in first year Honours and General courses was done through merit list.2. Extra classes were taken for the benefit of weaker students: Remedial, Net Coaching, Career oriented guidance through UGC XIth plan grant under specified head3. The official website of the college has been launched.4. A seminar for orientation of the staff members towards need for reaccreditation has been organized on 04.2.2011. The Honourable speaker was Prof. Pratip Ghosh, Ex-Secretary, West Bengal Council for Higher Education.5. A power generator (45 KV), water purifiers, refrigerators for drinking



7. Computerization of the Library, procurement of SOUL Software.	water of students were installed.
8. To set up a high capacity power generator, water purifiers, refrigerators for drinking water of students.	
9. A gymnasium for students shall be constructed.	

** 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



Part – B
Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the programme	Number of existing programmes	Number of programmes added during the year	Number of self financing programmes	Number of value added/ career oriented programmes
PhD				
PG	01		01	
UG	17		01	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others	Kalyani University (PG-04), Netaji Subhas Open University (UG-04, PG-10, Certificate-01)			
Total				
Interdisciplinary	None			
Innovative	None			



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

Pattern	Number of programmes
Semester	01
Trimester	00
Annual	03

1.3 Feedback from stakeholders*
(On all aspects)

Alumni

0

Parents

0

Employers

0

Students

0

Mode of feedback: Online

0

Manual

0

Co-operating schools (for PEI)

0

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

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

NO

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

NO



Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty:

Total	Asst. Professor	Associate Professor	Professors	Others(PTT)	Reader/SGL
47	24	8	0	10	5

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

18

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

Asst. Professor		Associate Professor		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
	16								

2.4 No. of Guest and Visiting faculty and Temporary faculty

7

0

1

2.5 Faculty participation in conferences and symposia :

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



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

Innovative processes adopted by the institution in teaching and learning include **upgradation of class routine** at regular intervals, **wall magazines** published by the students of various departments under the supervision of teachers of their respective departments, **analysis of test results**, and **counselling of students**, **remedial coaching**, and **tutorial classes** for weaker sections of the students. The official **website** of the college has been launched. Information is provided to students through **website**, **prospectus** and **notice boards** placed in strategic positions ensure commitment and accountability. Different types of **financial assistance** are provided to the students by the college, State Govt., Central Govt. and other agencies. College provides **support services** to SC, ST, OBC, economically weaker and / or physically disabled students and helps them to participate in various competitive exams through the provision of coaching classes, skill-development courses utilizing UGC XIth plan grant under the specified head. **Special care is taken of slow learners** while support services are provided to students aspiring to appear in NET, SET (UGC NET Coaching). Institution has a structured mechanism for **career guidance and placement** of the students in the form of Entry in Service scheme granted by UGC. Steps for complete **computerization of the library** and INFLIBNET facilities were initiated.

The institution is **sensitive to grievances** and **alarming eventualities like sexual harassment of students** and devotes sincerest efforts to redress them through its Women Cell which has been working for women empowerment, sensitization programme and awareness programme. **Notices** and **drop boxes to receive complaints** are available in the Principal's office. The students' union of the college is very active and extends their supports to various academic and administrative bodies apart from considering the interest of the general students.



2.7 Total No. of actual teaching days during this academic year : **148(open=227)**

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: **01**

2.10. Average percentage of attendance of students

75%

2.11. Course/ Programme wise distribution of pass percentage:

Title of the programme	Total no. of students appeared	Pass %	Division			
			I %	II %	III %	Distinction %
B.A. Honours	397	93.19 %	1.62 %	98.37 %	Nil	Nil
B.A. General	1498	87.18 %				
B.Sc. Honours	63	77.7 %	6.7 %	93.3 %		
B.Sc. General	54	98.14 %				



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

Meetings of the Academic Committee are held in the beginning of every session to ensure proper distribution of class depending on the subject combinations opted by students. Academic Calendar is discussed in such meeting. The test examination results are discussed in the Academic Committee meeting. Remedial Coaching and Tutorial classes are recommended for weaker section of the students. Wall magazines are published by the students under the supervision of the teachers. All necessary information are provided to students through web-site, prospectus and notice board in strategic positions thereby ensuring commitment and accountability.

Books for departmental and central libraries are procured as and when required. Teachers are encouraged to attend workshops on syllabus, orientation programmes and refresher courses. Teachers maintain self appraisal reports which are essential for the evaluation of teaching.

Different types of financial assistance are provided to the students by the college, State Govt., Central Govt. and other agencies. College provides support services to SC, ST, OBC, Economically weaker, physically disabled students and helps them to participate in various competitive exams through the provision of coaching classes, skill development courses and college publications. Supports are also given to slow learners. Support services provided to students in NET, SET. The Institution has a structured mechanism for career guidance and placement of the students in the form of Entry in Service scheme granted by UGC.



2.13. Initiatives undertaken towards faculty development:

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	2
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	5
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14. Details of Administrative and Technical staff :

Category	Number of Permanent Employees	Number of vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	14	21		11
Technical Staff (Laboratory Attendant)	17	13		



Criterion – III

3. Research, Consultancy and Extension

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

Teachers are provided facilities to attend seminars, symposiums, conferences and encouraged to pursue their research work under the scheme of MRP, FDP, Refresher and Orientation Programmes. Initiatives are taken to upgrade the laboratory facilities in order to conduct basic research activities and motivate students towards scientific enlightenment.

3.2. Details regarding Major Projects :

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

3.3. Details regarding Minor Projects :

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	04	01	Nil
Outlay in Rs. Lakhs	Nil	Nil	52,000/-	Nil

3.4. Details on research publications

	International	National	Others
Peer Review Journals	1	2	
Non-Peer Review Journals			
e-Journals			
Conference proceedings			



3.5. Details on impact factor of publications: NA

Range Average h-index Nos. in SCOPUS

3.6. Research funds sanctioned and received from various funding agencies, industry and other organizations:

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2011-13	UGC	52,000/-	36,000/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total			52,000/-	36,000/-

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

0

Chapters in Edited Books

0

Ii) Without ISBN No.

0



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					5
Sponsoring agencies					College

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 : Nil

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	
International	Applied	
	Granted	
Commercialized	Applied	
	Granted	

3.17. No. of research awards/ recognitions received by faculty and research fellows of the institute in the year : NA

Total	International	National	State	University	Dist	College

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

Nil

And students registered under them

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

0



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

JRF SRF Project Fellows Any other

3.21. No. of students Participated in NSS events:

University level 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:

A seminar for orientation of the staff members towards the need for reaccreditation has been organized on 04.2.2011. The Honourable speaker was Prof. Pratip Ghosh, Ex-Secretary, West Bengal Council for Higher Education.

A power generator (45 KV), water purifiers, refrigerators for drinking water of students were installed.

The official website of the college has been launched. Developmental activities of the college are announced through the website requesting quotations from reputed concerns.

Governing Body meetings are held at regular intervals to discuss issues related to the development and improvement of the Institutional activities. The resolutions are implemented at the earliest. Staff benevolent Fund has been generated to provide emergency loan for the members in need.

A socio-economical surveys, cleaning of campus and surroundings of college, literacy programmes as well as Health camps for local people are conducted by the volunteers of NSS and cadets of NCC units of the college. Teachers and students of various departments also participate in these programmes.



Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	13.39 acres			
Class rooms	35			
Laboratories	8			
Seminar Halls	1			
No. of important equipments purchased ($\geq 1-0$ lakh) during the current year				
Value of the equipment purchased during the year (Rs. in Lakhs)			UGC	80098
Others			UGC College	109864 22148

4.2 Computerization of administration and library:

Admission to undergraduate courses in the college is process by the software recently installed. The administration is facilitated by efficient staff members aided by six computers in the office and one computer each in the principal's office, bursar office and exam section. The cash receipt is generated electronically for smooth transaction of business.



4.3. Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13,381	Not yet calculated	Nil	Nil	13,381	Not yet calculated
Reference Books	2,546	Not yet calculated	Nil	Nil	2,546	Not yet calculated
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	Nil	Nil	Nil	Nil	Nil	Nil
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	05	Found from text Books	Nil	Nil	05	Found from text Books
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	26	3	1	1			17	
Added	4	0	20	19			0	
Total	30	3	21	20			17	



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

Nil

4.6. Amount spent on maintenance in lakhs

i) ICT	0.70987
ii) Campus Infrastructure and facilities	11.56295
iii) Equipment	0.13146
iv) Others	3.074211
Total :	43.14639



Criterion – V

5. Student Support and Progression

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

The IQAC of the college act as a facilitator of activities and programmes aimed at achieving academic excellence. It is an advisory body to the college on research and academic activities students' welfare schemes, infrastructure development and extension activities.

- Academic improvement of students through extra classes, tutorials and class presentations,
- Maintaining formal records,
- Preparing Academic calendar for completion of syllabi.
- Providing stipend and other financial assistance from funds provided by the state government, central government and other agencies,
- Catering to needs of slow learners by arranging special classes,
- Encouraging project works as part of the learning process,
- Motivating students to participate in extra-curricular and co-curricular activities,
- Motivating students to bring out departmental magazines,
- The college is sensitive to grievances and sexual harassment of students
- Women Cell has been created,
- Construction of sentry room for student security,
- Hostel roof treatment,
- Through student representative the college also establishes contact with the students' union and ensures its proper and healthy activities,
- Teacher-Guardian meeting for short percentage and poor marks in Test Exams.



5.2 Efforts made by the institution for tracking the progression:

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

5.3 (a) Total Number of students

UG	PG	Ph.D	Others
6504	70	0	0

(b) No. of students outside the state 0

(c) No. of international students 0

Men	No.	%	Women	No.	%
	3995	69.42		2509	38.58

Last Year						This year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2024	2576	32	1190	0	5822	2983	2088	67	731	0	5869

(d) Demand ratio: 2743:5578 Dropout %: 5.1



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

Support services provided to students in NET, SET. The Institution has a structured mechanism for career guidance and placement of the students in the form of Entry in Service scheme granted by UGC. The library with its good stock of books acts as a good support mechanism. Classroom teaching-learning and library use provide the much needed guidance facilities.

No. of students beneficiaries

NET Coaching: 31

5.5. No. of students qualified in these examinations

NET	1	SET/SLET	0	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	0	UPSC	0	Others	0

5.6. Details of student counselling and career guidance

PG students of the college are arranged for carrier oriented guidance.

No. of students benefitted

31



5.7 Details of campus placement:

Number of Organizations Visited	<i>On campus</i>		<i>Off Campus</i>
	Number of Students Participated	Number of Students Placed	Number of Students Placed
NA	NA	NA	NA

5.8 Details of gender sensitization programmes :

A Women's Cell has been formed in the college which conducts gender-sensitization programmes. In this respect, in the present year a seminar was conducted. The Topic was 'Social Status of Women in India'. Prof. Basabi Chakraborty, Faculty member, Department of Sociology, Rabindra Bharati University graced the occasion as resource person.

5.8 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	10	60,000/-
Financial support from Government		9,02,000/-
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: **No**



Criterion – VI

6. Governance, Leadership and Management

6.1. State the Vision and Mission of the institution

MISSION-

- To create an atmosphere perfectly conducive to learning and true enlightenment and ensure quality in education.
- To develop and empower students as future citizens through imparting education that fosters knowledge and skill, promotes values as honesty, truth, equality, courage and self-respect.
- To mould character through rigour and self-discipline and create an open mind capable of assimilating the good and rejecting the bad.
- To produce well trained, morally upright and socially committed citizens.

VISION- The vision statement of Dinabandhu Mahavidyalaya is to materialize the view of Swami Vivekananda, 'Education is the manifestation of perfection already in man' into reality.

- Dissemination of knowledge for academic enrichment and personal growth,
- Inculcating egalitarian, non-parochial and pluralistic values in addition to the core operative values of society,
- Imparting education that balances academic excellence per se and training for employability,
- To foster an environment of intellectual vigour and moral rectitude,
- Promotion of all round development of students for facing all futuristic

6.2. Does the Institution has a management Information System?

- No
- However, the Governing Body (GB) ensures work distribution and management among all stakeholders,
- Classes are monitored through the convener of Academic Sub-Committee.



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

6.3.1. Curriculum Development:

The college has introduced PG course in Bengali in the year 2008. Every department prepares its departmental academic calendar and they are revised and updated every year. Flexibility in choosing subject combinations is ensured. The college encourages the faculty members to participate in UG Board of Studies meeting. The faculty members are encouraged to attend workshops on curriculum restructuring and modification.

6.3.2. Teaching and Learning:

The teachers employ the best practices in teaching and learning along with engaging students actively amongst themselves as well as faculty members. Periodic assessments are made to evaluate their academic performances. The teachers also refer to the use of modern tools such as computer and other electronic media. Other techniques employed to enhance teaching-learning includes up-gradation of library, giving impetus to class presentations, wall magazines, group discussions, debates, special lectures and field visits. Teachers are provided opportunities to go for Refresher/Orientation Programmes.

6.3.3. Examination and Evaluation:

The college conducts regular test examinations to monitor the progress of students. Students are evaluated regularly for university examinations. The students are assessed for their comprehensive ability through class tutorials. Faculty members meet regularly to assess students' performance. Continuous internal assessment for lab-based subjects in Practical papers. IQAC makes sure that Test results are published on time and results of Honours subjects are analyzed by the departmental teachers.



6.3.4. Research and Development:

Principal investigators of the Research Projects are provided adequate autonomy in conducting research work. The teachers are encouraged to take up Major and Minor Research Projects. At various points of time members from different faculties are encouraged to for Faculty Development Programmes. A Research Cell is functional which guides and encourages the faculty members to apply for financial grant to different agencies like UGC, DST etc. Teachers are encouraged to participate in relevant seminars and workshops.

6.3.5. Library, ICT and physical infrastructure / instrumentation:

The college utilizes the grants of UGC, State Government Grants and College Funds for library up-gradation, purchase of books for central as well as departmental libraries. The college also provides funds for purchasing and maintaining laboratory equipment and other items required for departmental needs. Earnest efforts are made to provide ICT facilities and computerization of library. Steps are taken to ensure regular maintenance of other physical infrastructures.

6.3.6 Human Resource Management:

Different committees have been formed with both teaching and non-teaching faculties as committee members to assist in the day to day administration of the college. The records of the staff are maintained including salary, PF, Leave etc. Staff up-gradation is achieved through Refresher Courses and Orientation programmes, Faculty Development Programmes, seminars and workshops.



6.3.7. Faculty and Staff recruitment :

The Faculty members are appointed on the recommendation of the College Service Commission. Vacancies to the substantive posts are intimated to the CSC as and when directed. The college also appoints contractual and guest lecturers as per the demand of the departments. In this respect, during this session six guest faculties have been recruited as per the requirements of different departments; one casual employee has also been recruited.

6.3.8 Industry Interaction / Collaboration :

Not Applicable

6.3.9 Admission of Students:

Students are admitted to various courses strictly on the basis of merit. Admission to general and reserved categories is made strictly on the basis of merit. In this respect, Government/University norms are adhered to. Success has been achieved in implementing partial online admission procedure.

6.4 Welfare schemes for

Teaching	Co-operative, Group Insurance
Non-teaching	Co-operative, Group Insurance
Students	Health Home



Total corpus fund generated(as on 31.3.2011) :

49.9 Lakh

6.5 Whether annual financial audit has been done : Yes

No

6.6 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	No		No	

6.8. Does the University/ Autonomous College declares results within 30 days?

For UG Programmes

Yes

No

For PG Programmes

Yes

No

6.9. What efforts are made by the University/ Autonomous College for Examination Reforms?

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 :

No

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

Yes

6.13 Development programmes for support staff :

No

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

The college tries to maintain eco-friendly environment by planting seasonal variations. Initiatives have been taken to plants herbs of medicinal importance in the college garden. All efforts are made to maintain clean campus as well as hygienic overhead water reservoirs.



Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Extra classes (Remedial, Net Coaching, Career-oriented guidance) were taken for the benefit of weaker students with the aid received from the UGC under its XIth plan.
2. The official website of the college was launched.

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

1. Admission to first year Honours and General courses was done through merit list.
2. Extra classes were taken for the benefit of weaker students: Remedial, Net Coaching, Career oriented guidance through UGC XIth plan grant under specified head.
3. The official website of the college has been launched.
4. A seminar for orienting the staff members towards the need for reaccreditation has been organized on 04.2.2011. The Honourable speaker was Prof. Pratip Ghosh, Ex-Secretary, West Bengal Council for Higher Education.
5. A power generator (45 KV), water purifiers, refrigerators for drinking water of students were installed.



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

1.Extra classes are taken for the benefit of weaker students through the various UGC-sanctioned projects like Remedial, Net Coaching, Career-oriented guidance through its XIth plan grant under specified head.

2.Admission in first year Honours and General courses was done strictly in accordance with the corresponding merit lists, a measure which ensured absolute transparency and regularity.

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

7.4 Contribution to environmental awareness / protection:

1.The college premises were declared as plastic-free zone to ensure the wellness of the environment and the good health of the staff as well as students.

2.Dustbins and waste disposal bins were installed all over the premises so that the same can be kept clean and pollution-free.

7.5 Whether environmental audit was conducted? Yes No

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

None



8. Plans of institution for next year:

1. To implement the unfinished work according to the plan adopted in 2010-11.
2. Construction of new Laboratories of Zoology and Computer Science with necessary fittings.
3. A new college canteen to be constructed.
4. Extra classes to be taken for student benefit (Remedial, Net Coaching, and Career oriented guidance).

Name-----

Signature of the Coordinator, IQAC

Name-----

Signature of the Chairperson, IQAC