

MICHAEL MADHUSUDAN MEMORIAL COLLEGE

DURGAPUR



ANNUAL QUALITY ASSURANCE (AQAR) REPORT

2016 – 2017

IQAC

KABI GURU SARANI, CITY CENTRE, DURGAPUR – 713216

Email : igacmmmcc1996@gmail.com

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

I. Details of the Institution

1.1 Name of the Institution	Michael Madhusudan Memorial
1.2 Address Line 1	Kabi Guru Sarani
Address Line 2	City Centre,
City/Town	Durgapur
State	West Bengal
Pin Code	713216
Institution e-mail address	principalmmmc@gmail.com
Contact Nos.	03432566700
Name of the Head of the Institution:	Dr.Golam Md. Helaluddin
Tel. No. with STD Code:	03432604084
Mobile:	+918944921347

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOCGN 18879)

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:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.15	2008	2013
2	2 nd Cycle	B	2.40	2016	2021
3	3 rd Cycle				
4	4 th Cycle				

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

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

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 **2011-12 submitted to NAAC on 16/10/2015** (DD/MM/YYYY)⁴
- ii. AQAR **2012-13 submitted to NAAC on 16/10/2015** (DD/MM/YYYY)
- iii. AQAR **2013-14 submitted to NAAC on 16/10/2015** (DD/MM/YYYY)
- iv. AQAR **2014-15 submitted to NAAC on 16/10/2015** (DD/MM/YYYY)
- v. AQAR **2015-16 submitted to NAAC on 15/12/2016** (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)

BBA & BCA Honours

1.12 Name of the Affiliating University (for the Colleges)

Kazi Nazrul University & University of Burdwan

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

Autonomy by State/Central Govt. / University	<input type="text" value="No"/>		
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	<input type="text" value="03(Including Co-ordinator)"/>		
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>		
2.3 No. of students	<input type="text" value="01"/>		
2.4 No. of Management representatives	<input type="text" value="02"/>		
2.5 No. of Alumni	<input type="text" value="02"/>		
2.6 No. of any other stakeholder and community representatives	<input type="text"/>		
2.7 No. of Employers/ Industrialists	<input type="text"/>		
2.8 No. of other External Experts	<input type="text" value="01"/>		
2.9 Total No. of members	<input type="text" value="10"/>		
2.10 No. of IQAC meetings held	02		
2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="02"/>	Faculty <input type="text" value="02"/>

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)- 02

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

Total Nos. International National State Institution Level

(ii) Themes

1. Non-financial Audits and Quality Assurance in Higher Education
2. Woman Empowerment

2.14 Significant Activities and contributions made by IQAC

- Initiation of NLIST-INFLIBNET journal browsing facility through Library
- Establishment of Virtual Classroom
- Publication of Annual Quality Report
- Installation of sanitary napkin vending machine

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
1. For smooth browsing of licensed academic journals, NLIST-INFLIBNET should be registered	NLIST-INFLIBNET registered
2. To develop ICT facility Virtual Classroom should be Established	Virtual Classroom Established
3. To cope with the shortage of class rooms new building has to be established	new building construction have been initiated
4. For effective functioning of administration, new administrative building has to be constructed	It has not been initiated
5. To increase internet accessibility WiFi zone has be to be created in college campus	WiFi machines have been installed
6. To fill up vacant teaching and non-teaching posts	Thirteen (13) Asst. Prof posts have been filled with WBCSC recommendations
7. Installation of sanitary napkin vending machine	It has been installed
8. Publication of Annual Quality Report	Annual Quality report have been published in book format
9. To promote application of major research project	Till not submitted but proposal are being written

10. To take initiatives by various departments for organising National and Inter- National Seminars	Total five proposals for National level seminars have been submitted to UGC, Kolkata
11. To apply for UGC sponsored remedial classes	Proposal have been submitted to UGC, Kolkata

* 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 information and data were verified and approved by the statutory body

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	NA	NA	NA	NA
PG	NA	NA	NA	NA
UG	18	00	02	00
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	18		02	
Interdisciplinary	06			
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	21
Trimester	00

Annual	20
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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.

Yes, since our college has been shifted affiliation from Burdwan University (Annual system) to Kazi Nazrul University (CBCS system), syllabus of all the 21 courses have been

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 (Including librarian)

Total	Asst. Professors	Associate Professors	Professors	Others
55	20	01	00	34

2.2 No. of permanent faculty with Ph.D.

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
20	02	01						21	

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	1	1
Presented papers	6	11	
Resource Persons		1	

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

1. Classes are taken in Virtual Class room and Smart Class room with newly established ICT facilities.
2. Internal examinations are taken following the CBCS curriculum. This involves MCQ test and power point presentation by students.

2.7 Total No. of actual teaching days

180

during this academic year

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

Yes, Students are evaluated on continuous basic Multiple Choice Questions, Seminar presentation & Assignment based evaluation

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

04

02

2.10 Average percentage of attendance of students

70%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Bengali (H)	39		3	67	23	92
English (H)	35		00	60	25.7	85.7
Geography (H)	34		8.8	70.6	5.9	85.3
History(H)	16		00	62.5	19	81
Philosophy(H)	1		00	100	00	100
Education(H)	15		00	80	13.3	93.3
Physics(H)	07		00	28.6	42.8	71.4
Mathematics(H)	02		00	00	50	50

Microbiology(H)	18		22.2	55.5	11.1	88.8
Computer Sc (H)	16		38	12.5	43.7	100
Accountancy(H)	33		12.1	42.4	24.2	78.7
BBA(H)	39		67.5	41	2.6	97.4
BCA(H)	41		75.6	24.3	0	100
B.A. (G)	349		00	1.43	95.7	97.1
B.Sc. (G)	4		00	50	50	100
B.Com. (G)		Marksheets not received yet				

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

During IQAC meeting, the matter of teaching and learning is raised. A review is done regarding university results, internal examination and admission. The net output of teaching and required changes if any is particularly discussed. As per suggestion of this meeting virtual class room was installed.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	
HRD programmes	1
Orientation programmes	2
Faculty exchange programme	
Staff training conducted by the university	1
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	18
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	26	04	00	01
Technical Staff	01			

Criterion – III

3. Research, Consultancy and Extension

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

- a. IQAC encourages Faculties on regular basis by providing the guidelines and informations regarding the suitable funding agencies to apply for Major and Minor Research Projects.
- b. The students of final year of all Departments are required to submit a paper on Environmental science where teachers of different Departments supervise the work.
- c. As a part of syllabus, the students of Professional Courses are required to submit project on their respective Elective Papers.
- d. The College provides necessary infrastructural and basic instrumental supports to the Principal Investigators.

3.2 Details regarding major projects : Nil

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02		03	
Outlay in Rs. Lakhs	3.5		4.30	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	03		
Non-Peer Review Journals	01	03	
e-Journals			
Conference proceedings	02		

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				
Minor Projects	2016-2017	UGC	430000	355000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				

Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total	2016-2017	UGC	430000	355000

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 : None

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

3.9 For colleges None 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		01	2		
Sponsoring agencies		Indian Council for Philosophical Research	College fund		

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

3.13 No. of collaborations: None 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: None

Type of Patent		Number
National	Applied	None
	Granted	None
International	Applied	None
	Granted	None
Commercialised	Applied	None
	Granted	None

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year: None

Total	International	National	State	University	Dist	College

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

None

None

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

None

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones) None

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: No

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

- The college infrastructure is being utilised as Study Centre for Netaji Subhas Open University distance learning programmes
- College provides infrastructure and manpower for conducting Several Govt. examinations.
- College has conducted survey of a nearby villages through NSS, as a prelude of village- adaptation programme

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	15 acres			15 acres
Class rooms	28	01	College fund & MLA/MP LAD	29
Laboratories	12	--	--	12
Seminar Halls	02	01(virtual class room facility)	College fund &UGC assistance	03
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	67	01 (Virtual Class room)	UGC assistance	68
Value of the equipment purchased during the year (Rs. in Lakhs)	96.73	3.0 (Virtual Class room)	College fund &UGC assistance	99.73
Others				20.02 lakh
1. Lab equipment		173444		

2. Microphone		45780		
3. Xerox Machine (2)		90000		
4. Air Conditioner Machine		471600		
5. Refrigerator		20000		
6. Aquaguard		6190		
7. Computer		1331789		
8. Transformer		124888		
9. Water Cooler		40000		
10. Academic Building Construction (21000 sq. ft., estimated total cost 3 crore, Completion within 2yrs.)				
11. Drainage & Front Road Construction		460000		

4.2 Computerization of administration and library

- Administrative section is equipped with HRMS programme for salary disbursements.
- All relevant notices and announcements regarding mass students go on the website.
- College website was upgraded with much detailed informations
- N-list INFLIBNET online programme for library have increased the journal and book accession.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15145	5063994	1510	527213	16655	5591207
Reference Books	793	256541	--	--	793	256541
e-Books						
Journals			6	635	6	635
e-Journals			10000	5750	10000	5750
Digital Database	7476	80000			7476	80000
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	68	03	11	01	--	10	56	02
Added	27	00	01 (modem throughout college building)	02	00	00	00	00
Total	95	03	12	03	00	10	56	02

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

- College building was connected with high speed WiFi connection.
- Virtual class has initiated to facilitate video conferences

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.56
ii) Campus Infrastructure and facilities	5.37
iii) Equipments	2.49
iv) Others	3.2
Total :	11.627

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Students were consistently sent to on or off- campus pool interviews.
- Informations and process for application for Government schemes for female, reserved and minority candidates are continuously given to students.
- State level seminar was arranged to make the students aware about the supports extended by gender sensitization committee of our college
- There is a Common room separate for Girls and Boys.
- A hygienic Cafeteria facility, with a healthy a variety of food enables students to a diversity of choices.

5.2 Efforts made by the institution for tracking the progression

1. College Academic Committees have been reformed in this academic session. Their works are continuously monitored through individual meetings.
2. CBCS academic frameworks are monitored by analysing the as per university protocols. The attendances of the students are monitored regularly.
3. Faculties meet the students and Parent (in Parent teacher Meeting) to discuss about their needs and requirements. Faculties also meet guardians on a regular basis to discuss about the needs and developments of their wards.
4. Through teachers' council meeting, requirements of individual departments are monitored and constructive suggestions are accepted.

5.3 (a) Total Number of students	UG	PG	Ph. D.	Others
	3111			

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	1497	48.12		1614	51.88

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
2199	724	198	165	05	3291	2078	697	153	176	07	3111

Demand ratio 3.7:1 Dropout % 19

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

Applying for funds from UGC to arrange such coaching classes. By the time we provided a private coaching centre (RICE) to aware students, through polling, about the Govt. examinations in our campus.

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

Psychological counselling has successfully dealt in person-person mode with several problems of the students in U.G level. The placement cell has organized interview of the students with a company. Several students were short listed and recruited to VIVO, ICICI prudential, TCS through off campus pool. The students were mainly from BBA, BCA, Computer Sc. And English Departments.

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
ICICI Prudential	60	05	10

5.8 Details of gender sensitization programmes

National Level seminar was organised by IQAC and Gender Sensitisation & Sexual harassment Protection cell Gender with the theme Gender sensitisation and Women Empowerment.

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	771	983000
Financial support from government		Amount is directly created to the bank of the recipients.
• Post matric SC/ST/OBC	54	486000
• West Bengal Minority Development	7	49000
• Govt. of west Bengal Education Directorate	49	392000
• Chief Minister Fellowship		

• Kanyashree	117	2925000
Financial support from other sources (SR Jindal scholarship)	20	40000 per month
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: None Such

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The curriculum emphasizes the acquisition of knowledge, useful skills, understanding, critical thinking, and problem-solving abilities for all students attending our College. The Management and staff believe that every student is unique and special and that they all have the ability to learn. We believe it is our responsibility as educators to nurture and develop every student to his/her maximum potential. In our, the educational community strives for excellence by preparing students for learning beyond their College years and assisting them to become lifelong learners, as well as helping them to be self-directed, realistic, and responsible decision makers when solving problems that they will encounter in our multicultural, ever-changing world. We are optimistic that in near future the college will have more academic and research facilities, increasing interface with emerging industries, diversified multidisciplinary activities, combining professionalism with human values.

6.2 Does the Institution has a management Information System

No

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

6.3.1 Curriculum Development

1. Following university guideline CBCS system was initiated.
2. Skill enhancement courses was initiated
3. New curriculum and syllabus was commenced which includes seminar presentation, project work

6.3.2 Teaching and Learning

- Virtual class room is being utilised on regular basis for teaching purpose

6.3.3 Examination and Evaluation

- Along with the paper based evaluation system, seminar presentation and assignment based evaluation was started.

6.3.4 Research and Development

To increase journal accession, NLIST-INFLIBNET is being utilised

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library is running with KOHA, DSpace and INFLIBNET programmes.
- Virtual class room and smart class room is being utilised for effective teaching purpose.

6.3.6 Human Resource Management

- Faculties are motivated to develop themselves by participating in different Workshops.
- The College has made up the Full time Staff shortage by recruiting new faculties from WBCSC and guest faculties.
- The College encourages them for qualifying in the NET and SET examinations and to participate in Ph.D programs.
- The College releases the Teachers concerned for Refresher Courses, Orientation Courses, Workshops, Seminars and Conferences.
- They take part in Extension activities and NSS whenever they are called.

6.3.7 Faculty and Staff recruitment

Thirteen Assistant Professors and one Assistant-librarian have been recruited in this academic year through WBCSC recommendation.

6.3.8 Industry Interaction / Collaboration

Computer Science, BBA and BCA students are often recruited through on-or off- campus interviews in reputed industries which forms a connection between the college and the industry. The college is trying to develop industry interactions by making industrial visits with the students.

6.3.9 Admission of Students

Students' admission was entirely conducted through online process. After screening the application forms, following university guideline merit list was published centrally. The selected students were called for counseling and admission is done accordingly according to merit.

6.4 Welfare schemes for

Teaching	Sasthya Sathi scheme of WB Govt. and West Bengal Health Scheme
Non teaching	Festive Bonus, Festive Advance, Sasthya Sathi
Students	Students union Fund, Financial aids from Govt. like post Matric SC/ST/OBC, Minority development funds from the State Government , Grants from education directorate, Govt. of WB and Kanyasree Prakalpa, Govt. of W.B., For BPL students fee is decreased or waived

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? **No**

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

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

For UG Programmes

Yes

No

For PG Programmes **NA**

Yes

No

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

The UG section of the college has to follow the guideline of the University. The University have initiated CBCS system. The curriculum and academic calendar for the same is being strictly followed by the college.

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

Since the U.G section is guided by the University norms, therefore no autonomy is enjoyed.

6.11 Activities and support from the Alumni Association

Nil

6.12 Activities and support from the Parent – Teacher Association

Parent –Teacher meetings in certain intervals by each departments are being able to develop a bunch of feed backs, some of which found suitable to initiate in the up gradation of the respective departments.

6.13 Development programmes for support staff

Nil

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

- By making the campus a plastic free zone
- Installing a permanent solid waste disposal bin within the college campus, provided by local Municipality

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.

Seminars organised by -

- IQAC and IQAC in collaboration with Gender Sensitisation Cell
- Initiation of HRMS programme for payroll
- Initiation of new building construction

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

- Licensed academic journals, NLIST-INFLIBNET has been registered
- After installing smart class room in last year, to upgrade ICT facility further Virtual Classroom has been Established
- new building work has been initiated
- WiFi internet accessibility has been installed throughout college building
- teaching and non-teaching staffs have been recruited Vacant posts have been filled
- Sanitary napkin vending machine have been installed
- Annual Quality Report have been published following AQAR 2015-2016 session
- Proposals for National and Inter- National Seminars have been submitted to UGC
- Proposal for remedial classes have been submitted to UGC

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

1. Regular use of ICT modes of teaching learning process in addition to chalk & talk classical method of teaching.
2. Institute provide fees waiver for the BPL candidates. Institute on a regular basis aware the students about the different Govt. aids provided to the economically backward, students from minority class and female students.
3. Initiation of HRMS programme for automation of payroll section

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

7.4 Contribution to environmental awareness / protection

- Plantation programmes are conducted on special days like world environment week etc.
- Our College Campus a plastic free zone.
- Solid wastes are collected dedicated Municipal waste disposal bin.
- Liquid wastes are channelized to be disposed in municipal canals.
- Biological wastes from department of Microbiology and Zoology are disposed following proper destruction protocol.
- Electricity saving is monitored by all the staffs and watchman.

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 :

- (1) Locational advantage compared to the Colleges in the locality.
- (2) Quality Faculty, faculty members are recruited by the College as per UGC norms.
- (3) Regular use of Smart class room and virtual class room facility
- (4) Cultural heritage of the college.
- (5) Students' demand for higher education as the location is in an industrial hub.
- (6) For more class rooms new academic building is under construction
- (7) College infrastructure is being utilized for Netaji Subhas Open University.
- (8) Strong students' support.
- (9) Support and co-operation of Teaching and Non-Teaching staffs.
- (10) Professional Courses like BBA(H), BCA(H) are running for the last 18 years.
- (11)Gymnasium.
- (12)Minor Research Projects are sanctioned for three Faculties.

Weakness :

- (1) More full time faculties are required in each department.
- (2) Students are from rural area and a large number are first generation learner.
- (3) Absence of effective collaborations with different institutes.
- (4) Shortage of funds from state government.
- (5) Absence of PG courses and research programmes.
- (6) Absence of guardian participations in day to day college activities

Opportunities :

- (1) Better infrastructure and extension of building.
- (2) Value added skill development courses.
- (3) Students not getting chance in Master Degree can opt for the same in Netaji Subhas Open University study center in this college
- (4) Tie up with other Companies for imparting training, not included in the Courses as per industry requirements.
- (5) Enough area for outdoor games.
- (6) Imparting fundamental/basic knowledge of Computer to general students through tie up or collaboration.
- (7) Scopes of Research work.
- (8) PG courses to be offered in different streams.

Threats :

- (1) Socio-economic status compel some students to work part time or full time which hampers class attendance.

8. Plans of institution for next year

1. To implement Accreditation Management and Student and Information System
2. To initiate for PG courses in some departments.
3. To apply for Govt. funding agencies for laboratory and instrumental up gradation
4. To initiate major Research Projects
5. To arrange UGC funded seminars
6. To initiate remedial coaching for SC/ST/OBC and non-creamy layer students
7. Indoor Stadium construction with Khelo India Fund of Central Govt.



Name Dr. Kirat Kumar Ganguly

Name Dr. G.M.Helaluddin

Kirat Kumar Ganguly 13/09/2017

Dr. G.M. Helaluddin 13/09/2017

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Co-Ordinator
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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

Best Practices

- **Fee waiver for the BPL students and Govt. aids to the economically backward, students from minority class and female students.**
 1. **Objective:** To encourage and support students belonging to economically backward, minority class and female candidates for opting higher education
 2. **Context:** The College is situated in semi-rural area and a large population of students come from rural and backward area. These economic supports from the college and Govt. encourages students to opt for higher education
 3. **Practice:**
 - a. Supportive documents (BPL card, Minority proof and Family income certificates) are received by the college.
 - b. The documents are verified by the authority
 - c. Suitable services are provided.
 4. **Evidence of success:** There has been an increase in students coming from the mentioned communities.
 5. **Resources required:**
 - a. Sufficient college fund
 - b. Govt. fund flow in such sectors.
 6. **Problems encountered:** No such problem.
- **Transparent Human Resource Management System**
 1. **Objective:** HR management information, performance and career management, HR planning, staff development, new recruitment targets in addition to staff administration and payroll.
 2. **Context:** To streamline faculty and staff administration and payroll
 3. **Practice:**
 - a) Downloading the pay slips
 - b) Apply for leave, loan, Claim TA.
 4. **Evidence of success:**
 - a) Faculties and staffs are satisfied as they can track independently their individual records regarding salary, leaves etc.
 5. **Resources required:**
 - a) Efficient networking system
 - b) Continuous coordination with DPI
 6. **Problems encountered:** No such problem faced yet, since DPI, WB arranged an workshop on implementation and running the system

ACADEMIC CALENDAR

MONTH	EVENTS
JULY	Admission, Completion of the Admission Process and Commencement of Classes
AUGUST	Blood Donation and Planation Programs on the College Foundation day. Flag hoisting Ceremony on the Independence day.
SEPTEMBER	KNU Registration and continuation of Classes
OCTOBER	Puja Vacation
NOVEMBER	Internal examination
DECEMBER	Odd Semester Examination, Annual Sports and Exhibition
JANUARY	Part III Test Examination. Filling up of Part III forms of B.U.
FEBRUARY	Part I and Part II Test Examinations. Filling up of Part I and Part II forms of KNU &B.U. respectively
MARCH	Analysis of Test Results in the Academic Committee Meeting
APRIL	Internal Examination for Even Semester, Part III Final Examination of B.U.; Part I Final Examination of KNU
MAY	Part I Final Examination of B.U. (PNC candidates) and Summer Recess
JUNE	Even Semester Examination, Part II Final Examination of B.U. and Summer Recess

FEEDBACK ANALYSIS

Student	Communication Skills	Knowledge of Subject	Coverage of Syllabus
Student 1	10	10	8
Student 2	7	9	10
Student 3	8	10	9
Student 4	8	8	9
Student 5	8	8	8
Student 6	9	9	10
Student 7	10	9	8
Student 8	8	10	9
Student 9	8	9	10
Student 10	8	8	9
Student 11	9	10	9
Student 12	9	8	8
Student 13	8	8	7
Student 14	7	10	10
Student 15	10	9	8
Student 16	8	10	9
Student 17	8	9	10
Student 18	9	9	10
Student 19	10	9	8
Student 20	8	10	9