

MICHAEL MADHUSUDAN MEMORIAL COLLEGE
DURGAPUR



ANNUAL QUALITY ASSURANCE REPORT
IQAC
2010 - 2011

KABI GURU SARANI, CITY CENTRE, DURGAPUR – 713216

Email : iqacmmmc@gmail.com

The Annual Quality Assurance Report (AQAR) of the IQAC
SESSION : 2010 - 2011

Part – A

1. Details of the Institution

1.1 Name of the Institution	Michael Madhusudan Memorial College
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	contact.mmmc@gmail.com
Contact Nos.	0343 – 2566700, 0343 - 32604084
Name of the Head of the Institution:	Prof. Basudev Hazra
Tel. No. with STD Code:	0343 - 2604084
Mobile:	9434014262

Name of the IQAC Co-ordinator:

Dr. Ranjushree Patra

Mobile:

9475372643

IQAC e-mail address:

iqacmmmc@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

OR

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/46/A&A/002 dated 16.09.2008

1.5 Website address:

www.mahsudancollege.in

Web-link of the AQAR:

www.mahsudancollege.in/AQAR/AQAR2010-11.doc

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 st Cycle	B	2.15	2008	2013
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

18/09/2008

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

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 _____ (DD/MM/YYYY)
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)

B.B.A. & B.C.A.

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

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

2. IQAC Composition and Activities

2.1 No. of Teachers	09(Including Co-ordinator)
2.2 No. of Administrative/Technical staff	03
2.3 No. of students	01
2.4 No. of Management representatives	02(Including Teacher-in-Charge as Chairperson)
2.5 No. of Alumni	02
2. 6 No. of any other stakeholder and community representatives	
2.7 No. of Employers/ Industrialists	
2.8 No. of other External Experts	01
2.9 Total No. of members	17
2.10 No. of IQAC meetings held	03

2.11 No. of meetings with various stakeholders: No. Faculty
 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)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

IQAC conducted excursions and purchased books worth more than one lakh. It enhanced students amenities and facilities and encouraged students to involve in NSS and other social activities.

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. Computerization of Office was planned.	1. Computerization of Office was partially done.
2. Computerization of Library was planned.	2. Computerization of Library was partially done.
3. Computer Science Laboratory is to be upgraded and renovated.	3. Computer Science Laboratory was upgraded.

* 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

N.A.

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		02	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	18		02	
Interdisciplinary	01			
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	Nil
Trimester	Nil
Annual	20

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 The syllabi of Computer Science , Microbiology and Sanskrit are revised

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. Professors	Associate Professors	Professors	Others(PTT & CWTT)
	52	08	02	00	42

2.2 No. of permanent faculty with Ph.D. **03**

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
08	13	02							

2.4 No. of Guest and Visiting faculty and Temporary faculty **10** **02**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	6	1
Presented papers	2	6	
Resource Persons			

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

Class Tests are taken and the evaluated papers are shown to the students to trace their mistakes and the Results are displayed in the Notice Board. Modularization of the Syllabus is done by each Department and followed strictly. Financial assistance is provided to the economically backward students. Admission is done strictly on merit basis. Regular excursions are held in Geography Department. Education tours are conducted by some Departments.

2.7 Total No. of actual teaching days during this academic year 185

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) No

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 02

2.10 Average percentage of attendance of students 59

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)	27		03	24		100
English(H)	29		01	23		82
Geography(H)	28		01	24		89
History(H)	23		00	14		64
Philosophy(H)	12		00	07		58
Education(H)	19		00	12		63
Mathematics(H)	02		00	01		50
Microbiology(H)	17		04	09		76
Computer Sc(H)	22		13	03		72
Accountancy(H)	25		02	12		56
BBA(H)	55		24	31		100
BCA(H)	49		40	09		100
Physics(G)	25		13	06		76
Chemistry(G)	19		04	12		84
Zoology(G)						
Political Sc(G)	234		10	36	144	81
Economics(G)	36		02	08	16	72
Sanskrit(G)						
Hindi(G)						
Music(G)	09		00	02	04	67

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

Routine upgradation is done at regular intervals. Analysis of the Test results and counselling of students is done. IQAC in its meeting with faculty members advises them to assign syllabus to the departmental teachers.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	01
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	02
Others	01

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	23	04	19	
Technical Staff	04	00	00	

Criterion – III

3. Research, Consultancy and Extension

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

Faculties are informed and encouraged regularly to apply for Research Projects and grants. The students of final year of all Departments are required to submit a paper on Environment where teachers of different Departments supervise the work. As a part of syllabus, the students of BBA(H) and BCA(H) are required to submit project on Elective Papers.

3.2 Details regarding major projects : Nil

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects : **Nil**

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals		01	
Non-Peer Review Journals		01	
e-Journals			
Conference proceedings		05	

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				
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				

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

ii) Without ISBN No.

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

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

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

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

Nil

3.13 No. of collaborations : **Nil**

International

National

Any other

3.14 No. of linkages created during this year

Nil

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	None
	Granted	
International	Applied	None
	Granted	
Commercialised	Applied	None
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows

Of the institute in the year : **Nil**

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution

01

who are Ph. D. Guides

and students registered under them

01

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

Nil

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

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: **Nil**

University level State level
National level International level

3.24 No. of Awards won in NCC: **Nil**

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

- **Plantation Programs are held every year**
- **Blood Donation Camps are held**

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	—	College Fund & Donations	15 Acres
Class rooms	21	—	College Fund & MLA/MP Funds	21
Laboratories	06	—	College Fund	06
Seminar Halls	01	—	College Fund & UGC Assistance	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	01	02	College Fund & UGC Assistance	03
Value of the equipment purchased during the year (Rs. in Lakhs)	19.68055	2.92909	College Fund & UGC Assistance	22.60964
Others (Books)	15.33030	1.40474	College Fund & UGC Assistance	16.73504

4.2 Computerization of administration and library

Computerization of Office work and Computerization of Library partially done.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	9453	Rs 1463368	634	Rs 134090	10087	Rs 1597458
Reference Books	450	Rs 69662	34	Rs 6384	484	Rs 76046
e-Books	Nil	—	Nil	—	Nil	—
Journals	Nil	—	Nil	—	Nil	—
e-Journals	Nil	—	Nil	—	Nil	—
Digital Database	Nil	—	Nil	—	Nil	—
CD & Video	Nil	—	Nil	—	Nil	—
Others (specify)	Nil	—	Nil	—	Nil	—

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others Library
Existing	44	01	04			04	38	02
Added	01	—	—			01	—	—
Total	45	01	04			05	38	02

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

Official work is done through Computers. Maintenance of records in conventional form and digital form for submission to University/College/Government as and when required. Collection of Tution fees is Computerised.

4.6 Amount spent on maintenance in lakhs :

i) ICT	
ii) Campus Infrastructure and facilities	2.82640
iii) Equipments	2.92909
iv) Others (Books)	1.40474
Total :	7.16023

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Campus recruitment facility is provided to the students. There is an well-equipped gymnasium for the students. Regular Class tests and Unit Tests are taken for student progression. An extension of the Computer Laboratory was done.

5.2 Efforts made by the institution for tracking the progression

Regular meetings of the Academic Committee are held for tracking the progression by analysing the Unit Test and Test results. The attendance of the students are monitored regularly. Faculties meet the students to discuss about their needs and requirements.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2815			

(b) No. of students outside the state

26

(c) No. of international students

00

Men	No	%	Women	No	%
	1182	42		1633	58

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2022	451	159	107	06	2745	2073	463	163	110	06	2815

Demand ratio **3:1**

Dropout % **27**

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

None

No. of students beneficiaries

N.A.

5.5 No. of students qualified in these examinations

NET	01	SET/SLET		GATE		CAT	
IAS/IPS etc		State PSC		UPSC		Others	

5.6 Details of student counselling and career guidance

Some placements from Campussing organized by the Placement Cell. The Career Counselling Cell of the College, by surfing internet informs the outgoing third year students about the Campussing. The Teachers motivate the students to appear for Competitive examinations.

No. of students benefitted

17

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
09	53	08	09

5.8 Details of gender sensitization programmes

None

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	35	Rs 42000
Financial support from government		
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 **01** National level International level

5.12 No. of social initiatives undertaken by the students **06**

5.13 Major grievances of students (if any) redressed: None

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The mission statements by taking into account the needs of the Society are

- 1. To develop and empower students as future citizens through imparting education that promotes values and ethics.**
- 2. More and more use of technology in education**
- 3. To improve teacher student relation through promotion of mutual trust**
- 4. To create proper ambience for overall growth and development of the Institution**
- 5. To help the students belonging to socially and financially under privileged**
- 6. To establish the Institution as the centre of excellence in the locality**
- 7. The students are made aware to sustain the traditions of the Institution and value orientation by remaining conscious of their indebtedness to Institution and their accountability to the Society.**

6.2 Does the Institution has a management Information System

Yes. (1) Official work is done through Computers.

(2) Governing Body is the supreme authority in the matter of Administration.

(3) There are different sub-committees who formulate the Administrative plans and Programmes.

(4) The annual budget of income and expenditure is recommended by the Finance Committee.

(5)The Institute follows the Admission rules framed by the affiliating University. Admission in all Departments is done through Counselling on merit basis. .

(6) Evaluation and Examination of the students are done following the rules and regulations of the affiliating University.

(7) Maintenance of records in conventional form and digital form for submission to University/College/Government as and when required.

(8) Displaying list of students admitted in the College, Results in the Notice Board

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

6.3.1 Curriculum Development

Done by the University

6.3.2 Teaching and Learning

Students' feedback is taken yearly.

6.3.3 Examination and Evaluation

Class Tests, Unit Tests and Tests are conducted.

6.3.4 Research and Development

Teachers are encouraged to submit minor and major research projects. Information about Seminars and Workshops are provided to Teachers and they are encouraged to participate in them. They are also encouraged for publications.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library clearance are given before filling up of University Examination forms. Some Departments have Seminar Libraries. Admission of students is Computerised. Collection of Tution fees is Computerised. One Computer is purchased in the Office.

6.3.6 Human Resource Management

Faculties are motivated to develop themselves by participating in different Workshops. Recruitment of Permanent Faculties is governed by the State Government. The College has made up the Full time Staff shortage by Part-time , Contractual 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.

6.3.7 Faculty and Staff recruitment

Permanent Teaching Faculty are recruited following the guidelines of WBCSC. Guest Lecturers are recruited following the UGC norms.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

Admission of students is strictly on merit basis and Counselling.

6.4 Welfare schemes for

Teaching	None
Non teaching	Puja Bonus
Students	Students' Welfare Fund

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 Yes No

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

N.A.

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

No

6.11 Activities and support from the Alumni Association

Nil

6.12 Activities and support from the Parent – Teacher Association

Nil

6.13 Development programmes for support staff

None

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

**Regular plantation programmes are conducted.
Endeavour for converting the Campus into a plastic free zone.**

Criterion – VII

7. Innovations and Best Practices

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

The Computer Laboratory of the Computer Science Department was renovated.

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

**1. Computerization of Office was partially done.
2. Computerization of Library was partially done.
3. Computer Science Laboratory was upgraded.**

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

1. Preparation of Academic Calendar.
2. Effective Communication

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

7.4 Contribution to environmental awareness / protection

**Regular plantation programmes are conducted.
Endeavour for converting the Campus into a plastic free zone.**

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 othe Colleges in the locality.
(2) Quality Faculty
(3) All Faculty members are recruited by the College as per UGC norms.
(4) Culture.
(5) Students' demand for higher education as the location in an industrial hub.
(6) Insttutional image.
(7) Strong students' support.
(8) Support and co-operation of Teaching and Non-Teaching staffs.
(9) Professional Courses like BBA(H), BCA(H) are running for the last 16 years.
(10) Gymnasium.
(11) Minor Research Projects are sanctioned for three Faculties.

Weakness : (1) Collaboration for effective learning.
(2) Decisoin making based on database information.
(3) Absence of Parents' Forum.
(4) Absence of Lab based education in some Departments.
(5) Absence of internet facility in all Departments.
(6) Lack of adequate journals and e-books in the Library. (7) Shortage of Teaching staff.

Opportunities : (1) Better infrastructure and extension of building.
(2) Value added skill development courses.
(3) Get additional fund development Courses(eg Vocational Courses)
(4) Distance education courses for other Universities.
(5) Tie up with other Companies for imparting training, not included in the Courses as per industry requirements.
(6) Enough area for outdoor games

(7) Imparting fundamental/basic knowledge of Computer to general students through tie up or collaboration.

(8) Scope of Research work.

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

(2) University Examinations management system hinders regular academic activities.

8. Plans of institution for next year

1. To improve the record keeping process regarding students' attendance.

2. Laptops with Internet connections to be provided to the different Departments to upgrade the teaching and learning process.

Signature : Palash Goswami

Name : Palash Goswami

Coordinator, IQAC

Signature : Golam Md. Helaluddin

Name : Dr. Golam Md. Helaluddin

Chairperson, IQAC

Signature : Sagarika Mukherjee

Name : Dr. Sagarika Mukherjee

Coordinator, IQAC

IQAC Co-Ordinator
MICHAEL MADHUSUDAN MEMORIAL COLLEGE
DURGAPUR-713216

Principal
Michael Madhusudan Memorial College
DURGAPUR-713216



ANNEXURE – I
ACADEMIC CALENDAR

MONTH	EVENTS
JULY	Admission and Commencement of Classes
AUGUST	Completion of the Admission Process , Blood Donaton and Planation Programs on the College Foundation day. Flag hoisting Ceremony on the Independence day.
SEPTEMBER	B.U. Registration and continuation of Classes
OCTOBER	Puja Vacation
NOVEMBER	Unit Test
DECEMBER	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 B.U.
MARCH	Analysis of Test Results in the Academic Committee Meeting
APRIL	Part III Final Examination of B.U.
MAY	Part I Final Examination of B.U. and Summer Recess
JUNE	Part II Final Examination of B.U. and Summer Recess

ANNEXURE – II
FEEDBACK ANALYSIS

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

ANNEXURE – III

BEST PRACTICE

Practice #1 Title - Preparation of Academic Calendar

Objective – To provide a brief overview of the events of the academic year to all the Faculties, Office staffs and students.

Context – The students, Faculties and Office staffs were not able to get pre hand information regarding the holidays and other events of the College.

Practice – The Academic Calendar is printed in a booklet form and given to all the Teachers and students and the Office Staffs.

Evidence of Success – By getting information regarding all the events of the College for a particular session, the students and Teachers are able to plan their personal schedules.

Resources – Financial resources are required for printing the Academic Calendar.

Problems encountered - No such problem

Practice #2 Title – Effective Communication

Objective – Timely communication is required to avoid unnecessary problems.

Context – The College encountered problems whose cause was communication gap between Faculties, Administrative staffs and students

Practice – 1.Communicating messages to concerned persons by bulk e-mail
2.Communication with the Administrative staffs, Faculties and the students through Notice
3. Display of Notices regarding students in the Notice Board like declaration of Results, University Form fill up, Registration etc

Evidence of Success – Problems occurred due to communication gap was resolved.

Resources – No resources required except the financial support

Problems encountered - No such problem