

**MICHAEL MADHUSUDAN MEMORIAL COLLEGE**  
**DURGAPUR**



**ANNUAL QUALITY ASSURANCE REPORT**  
**IQAC**  
**2014 - 2015**

**KABI GURU SARANI, CITY CENTRE, DURGAPUR – 713216**

**Email : [iqacmmmc@gmail.com](mailto:iqacmmmc@gmail.com)**

**The Annual Quality Assurance Report (AQAR) of the IQAC**  
SESSION : 2014 - 2015

Part – A

**1. Details of the Institution**

1.1 Name of the Institution	<b>Michael Madhusudan Memorial College</b>
1.2 Address Line 1	<b>Kabi Guru Sarani</b>
Address Line 2	<b>City Centre</b>
City/Town	<b>Durgapur</b>
State	<b>West Bengal</b>
Pin Code	<b>713216</b>
Institution e-mail address	<b>contact.mmmc@gmail.com</b>
Contact Nos.	<b>0343 - 2566700</b>
Name of the Head of the Institution:	<b>Prof. Ranjan Kumar Mandal</b>
Tel. No. with STD Code:	
Mobile:	<b>9434629928</b>

Name of the IQAC Co-ordinator:

**Dr. Dipali Ghosh**

Mobile:

**9474106222**

IQAC e-mail address:

**iqacmmmc@gmail.com**

1.3 NAAC Track ID (For ex. MHC0GN 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)

**EC/46/A&A/002 dated 16.09.2008**

1.5 Website address:

**www.madhsudancollege.in**

Web-link of the AQAR:

**www.madhsudancollege.in/AQAR/AQAR2014-15.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 <sup>st</sup> Cycle	<b>B</b>	<b>2.15</b>	<b>2008</b>	<b>2013</b>
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

**18/09/2008**

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

**2014 - 15**

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 **2010-11 submitted to NAAC on 16/10/2015**\_\_\_ (DD/MM/YYYY)4
- ii. AQAR **2011-12 submitted to NAAC on 16/10/2015**\_\_\_ (DD/MM/YYYY)
- iii. AQAR **2012-13 submitted to NAAC on 16/10/2015**\_\_\_ (DD/MM/YYYY)
- iv. AQAR **2013-14 submitted to NAAC on 16/10/2015**\_\_\_ (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	<b>No</b>		
University with Potential for Excellence	<b>No</b>	UGC-CPE	<b>No</b>
DST Star Scheme	<b>No</b>	UGC-CE	<b>No</b>
UGC-Special Assistance Programme	<b>No</b>	DST-FIST	<b>No</b>
UGC-Innovative PG programmes	<b>No</b>	Any other ( <i>Specify</i> )	<b>No</b>
UGC-COP Programmes	<b>No</b>		

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

2.1 No. of Teachers	<b>07(Including Co-ordinator)</b>
2.2 No. of Administrative/Technical staff	<b>03</b>
2.3 No. of students	<b>01</b>
2.4 No. of Management representatives	<b>02(Including Teacher-in-Charge as Chair Person)</b>
2.5 No. of Alumni	<b>02</b>
2. 6 No. of any other stakeholder and community representatives	
2.7 No. of Employers/ Industrialists	
2.8 No. of other External Experts	<b>01</b>
2.9 Total No. of members	<b>16</b>
2.10 No. of IQAC meetings held	<b>05</b>

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

**Internet has been installed in the Office ,Staff Room , Library and many Departments. Minor Project Proposals are submitted by some Departments as suggested by IQAC. It also recommended Career Advancements of seven faculty members. Process for COSA in our College is initiated.**

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
<p><b>1. Application will be submitted to the Inspector of Colleges, Burdwan University and to the DPI, Bikash Bhavan for recommendation of CAS benefit.</b></p> <p><b>2. Close circuit TV cameras will be installed for security purpose of the College.</b></p> <p><b>3. Projector for Geography department will be purchased.</b></p> <p><b>4. The Basketball court is to be constructed.</b></p>	<p><b>1. Application for recommendation of CAS benefit was submitted.</b></p> <p><b>2. Close Circuit TV cameras were set up in the nodal places of the College area.</b></p> <p><b>3. Projector was provided to the Geography Department.</b></p> <p><b>4. The Basketball Court was constructed.</b></p>

\* 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	<b>18</b>		<b>02</b>	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	<b>18</b>		<b>02</b>	
Interdisciplinary	<b>01</b>			
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	<b>Nil</b>
Trimester	<b>Nil</b>
Annual	<b>20</b>

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 , Physics, Computer Science, Chemistry, Zoology, Philosophy, Commerce, BCA syllabi 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
<b>45</b>	<b>07</b>	<b>00</b>		<b>38</b>

2.2 No. of permanent faculty with Ph.D.

**04**

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
<b>07</b>	<b>14</b>	<b>00</b>							

2.4 No. of Guest and Visiting faculty and Temporary faculty

**14**

**04**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	<b>05</b>	<b>02</b>	<b>02</b>
Presented papers	<b>03</b>	<b>10</b>	<b>02</b>
Resource Persons			<b>02</b>

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

**Certain Departments use different academic softwares for teaching. All Departments hold two main examinations(Unit Test and Test) and the results are displayed in the Notice Board. The College Website has been upgraded.**

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

**209**

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

		<b>06</b>
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2.10 Average percentage of attendance of students

<b>57</b>
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2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
<b>Bengali(H)</b>	<b>28</b>		<b>00</b>	<b>20</b>		<b>71</b>
<b>English(H)</b>	<b>29</b>		<b>01</b>	<b>23</b>		<b>79</b>
<b>Geography(H)</b>	<b>31</b>		<b>03</b>	<b>24</b>		<b>87</b>
<b>History(H)</b>	<b>18</b>		<b>00</b>	<b>14</b>		<b>77</b>
<b>Philosophy(H)</b>	<b>06</b>		<b>00</b>	<b>03</b>		<b>50</b>
<b>Education(H)</b>	<b>22</b>		<b>00</b>	<b>16</b>		<b>72</b>
<b>Physics(H)</b>	<b>04</b>		<b>00</b>	<b>02</b>		<b>50</b>
<b>Mathematics(H)</b>	<b>06</b>		<b>00</b>	<b>03</b>		<b>50</b>
<b>Microbiology(H)</b>	<b>26</b>		<b>13</b>	<b>03</b>		<b>61</b>
<b>Computer Sc(H)</b>	<b>22</b>		<b>06</b>	<b>10</b>		<b>72</b>
<b>Accountancy(H)</b>	<b>47</b>		<b>03</b>	<b>32</b>		<b>70</b>
<b>BBA(H)</b>	<b>40</b>		<b>12</b>	<b>28</b>		<b>100</b>
<b>BCA(H)</b>	<b>49</b>		<b>36</b>	<b>11</b>	<b>01</b>	<b>98</b>
<b>Chemistry(G)</b>	<b>18</b>		<b>03</b>	<b>14</b>		<b>77</b>
<b>Zoology(G)</b>						
<b>Political Sc(G)</b>	<b>206</b>		<b>00</b>	<b>20</b>	<b>145</b>	<b>75</b>
<b>Economics(G)</b>	<b>28</b>		<b>00</b>	<b>08</b>	<b>16</b>	<b>85</b>
<b>Sanskrit(G)</b>	<b>35</b>		<b>00</b>	<b>03</b>	<b>29</b>	<b>91</b>
<b>Hindi(G)</b>	<b>57</b>		<b>00</b>	<b>04</b>	<b>38</b>	<b>73</b>
<b>Music(G)</b>	<b>07</b>		<b>00</b>	<b>00</b>	<b>04</b>	<b>57</b>

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

**IQAC conducts meetings at regular intervals with the members of the Academic Sub-Committee to prepare the schedule of Unit Tests and Tests and convene term review and to discuss about measures to be adopted to enhance academic standards of the students. It monitors the Teaching learning process by personal contact to students and the Guardians of the respective students. Relevant informations are provided to the students through the College website which is upgraded.**

### 2.13 Initiatives undertaken towards faculty development

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

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	<b>23</b>	<b>04</b>	—	—
Technical Staff	<b>01</b>	—	—	—

## 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. The College provides necessary infrastructure support including space for research work.**

#### 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		<b>02</b>	<b>02</b>	
Outlay in Rs. Lakhs			<b>4.5</b>	<b>3.5</b>

3.4 Details on research publications

	International	National	Others
Peer Review Journals	<b>03</b>	<b>04</b>	
Non-Peer Review Journals			
e-Journals			
Conference proceedings	<b>04</b>	<b>01</b>	<b>01</b>

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	<b>2014-16</b>	<b>UGC</b>	<b>Rs 450000</b>	<b>Rs 350000</b>
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					
Sponsoring agencies					

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

3.13 No. of collaborations : **Nil** International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	<b>None</b>
	Granted	
International	Applied	<b>None</b>
	Granted	
Commercialised	Applied	<b>None</b>
	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 who are Ph. D. Guides and students registered under them

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level	<input type="text" value="50"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="20"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.23 No. of Awards won in NSS: **Nil**

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

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

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>
NCC	<input type="text" value="01"/>	NSS	<input type="text" value="08"/>
		Any other	<input type="text"/>

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

- **Grievance Redressal Cell is established**
- **Gender Sensitization Cell is formed**

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	<b>15 Acres</b>			<b>15 Acres</b>
Class rooms	<b>21</b>	<b>04</b>	<b>College Fund &amp; MLA/MP Funds</b>	<b>25</b>
Laboratories	<b>06</b>	—		<b>06</b>
Seminar Halls	<b>01</b>	—		<b>01</b>
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	<b>32</b>		<b>College Fund &amp; UGC Assistance</b>	
Value of the equipment purchased during the year (Rs. in Lakhs)	<b>60.08029</b>	<b>17.53346</b>	<b>College Fund &amp; UGC Assistance</b>	<b>77.61375</b>
Others	<b>23.90637</b>	<b>4.34778</b>	<b>College Fund &amp; UGC Assistance</b>	<b>28.25415</b>

#### 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	<b>12669</b>	<b>Rs 2280424</b>	<b>1001</b>	<b>Rs 256316</b>	<b>13670</b>	<b>Rs 2536740</b>
Reference Books	<b>613</b>	<b>Rs 110213</b>	<b>52</b>	<b>Rs 13315</b>	<b>665</b>	<b>Rs 123528</b>
e-Books	<b>Nil</b>	—	<b>Nil</b>	—	<b>Nil</b>	—
Journals	<b>Nil</b>	—	<b>Nil</b>	—	<b>Nil</b>	—
e-Journals	<b>Nil</b>	—	<b>Nil</b>	—	<b>Nil</b>	—
Digital Database	<b>Nil</b>	—	<b>Nil</b>	—	<b>Nil</b>	—
CD & Video	<b>Nil</b>	—	<b>Nil</b>	—	<b>Nil</b>	—
Others (specify)	<b>Nil</b>	—	<b>Nil</b>	—	<b>Nil</b>	—

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	63	03	09			10	51	02
Added	—	—	02			—	—	—
Total	63	03	11			10	51	02

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

**The Departments , Office and the Principal's office is connected through LAN. Internet access is through wifi system of the College. CCTV Cameras are placed in nodal zones.**

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

i) ICT

ii) Campus Infrastructure and facilities

1.89793

iii) Equipments

17.53346

iv) Others

4.34778

Total :

23.77917

## 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. Various Committees has been established like Discipline Committee, Sexual harassment of Women etc.**

#### 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
<b>3015</b>			

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	<b>1485</b>	<b>49</b>		<b>1530</b>	<b>51</b>

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
<b>1840</b>	<b>552</b>	<b>201</b>	<b>550</b>	<b>05</b>	<b>3148</b>	<b>1711</b>	<b>535</b>	<b>224</b>	<b>540</b>	<b>05</b>	<b>3015</b>

Demand ratio : **3:1**

Dropout %: **25**

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

<b>None</b>
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No. of students beneficiaries

**N.A.**

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

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

**55**



### 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
<b>03</b>	<b>70</b>	<b>41</b>	<b>14</b>

### 5.8 Details of gender sensitization programmes

**One day Seminar on Gender awareness was organized.**

### 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events : **Nil**

State/ University level  National level  International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events : **Nil**

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	<b>38</b>	<b>Rs 48000</b>
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  **08**

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.**
- (9) The Departments, Office and the Principal's Chamber are connected through LAN.**

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.**

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	<b>None</b>
Non teaching	<b>Puja Bonus</b>
Students	<b>Students' Welfare Fund</b>

6.5 Total corpus fund generated

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

**Nil**

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 Lab-based Departments were Computerised and net connected. Physics laboratory was upgraded for imparting practical classes for Honours students. The Geography Laboratory was also upgraded.**

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

**1. Application for recommendation of CAS benefit was submitted.  
2. Close Circuit TV cameras were set up in the nodal places of the College area.  
3. Projector was provided to the Geography Department.  
4. The Basketball Court was constructed.**

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

**1. Decentralization Management  
2. Transparent student Admission procedure**

*\*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) Scscope of Research work.

**Threats :** (1) Socio-economic status compel some students to work part time or full time , which hampers class attendance.  
(2) University Examination management system hinders regular academic activities.

## 8. Plans of institution for next year

1. Construction of the New Administrative and Academic Building.
2. To construct a Smart Class Room.
3. Converting the College Campus to a Wi-fi zone.

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

Principal  
Michael Madhusudan Memorial College  
DURGAPUR-713216

IQAC Co-Ordinator  
MICHAEL MADHUSUDAN MEMORIAL COLLEGE  
DURGAPUR-713216



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**ANNEXURE – I**  
**ACADEMIC CALENDAR**

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



**ANNEXURE – II**  
**FEEDBACK ANALYSIS**

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

## ANNEXURE – III

### BEST PRACTICE

#### **Practice #1 Title – Decentralization Management**

**Objective** – To handle the various activities of the College effectively and efficiently.

**Context** – The various aspects of the College like the Cultural events, Sports, Discipline, Canteen facility, Library, Placement etc could not be controlled and upgraded by Centralized management system.

**Practice** – Different sub-committees were formed with a Convener of each sub-committee to look after the different aspects of the College.

**Evidence of Success** – Members of each Committee meet frequently to discuss about various problems associated with the said Committee and tries to resolve it.

**Resources required** – Financial support is required when necessary and extra time of the Committee members are also required.

**Problems encountered** – No such problem

#### **Practice #2 Title – Transparent student Admission procedure**

**Objective** – To make the Admission procedure transparent to avoid any false allegation to the College.

**Context** – The number of students passing the 12<sup>th</sup> standard has increased over time but the seat capacity has not increased proportionately. Due to this, there has been huge pressure of Admission in our College.

**Practice** – The entire process of Admission is based on the Merit list and Counselling. The Merit list is prepared for both Honours and Pass Course. Forms are easily available from the Office and also online. Commencement and closing of Admission follows the University norms. Candidates outside the Merit list are not entertained.

**Evidence of Success** – The students and their Guardians do not have any grievances against the Admission procedure.

**Resources required** – Financial resources are required.

**Problems encountered** – No such problem