

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

Period - 1.7.2011-1.6.2012

Part – A

## I. Details of the Institution

1.1 Name of the Institution

Vivekananda Mission Mahavidyalaya

1.2 Address Line 1

P.O. Chaitanyapur

Address Line 2

District: Purba Medinipur

City/Town

Haldia

State

West Bengal

Pin Code

721645

Institution e-mail address

vmmahavidyalaya@gmail.com

Contact Nos.

03224 286223, 03224 287440

Name of the Head of the Institution:

Dr. Manisankar Maiti

Tel. No. with STD Code:

03228 267040

Mobile:

9474599079

Name of the IQAC Co-ordinator:

Prof. Santanu Basu

Mobile:

9231824896

IQAC e-mail address:

vmmnaac@gmail.com

1.3 NAAC Track ID (For ex. MHCogn 18879)

WBCOGN13195

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)

March 31, 2007/430

1.5 Website address:

www.vmmahavidyalaya.ac.in

Web-link of the AQAR:

<http://www.vmmahavidyalaya.ac.in/pdf/AQAR2011-12>

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<sup>+</sup></b>	76.60	2007	5 years
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

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 for 2007-08 \_\_\_\_\_ 31.03.2008 \_\_\_\_ (DD/MM/YYYY)
- ii. AQAR for 2008-09 \_\_\_\_\_ 31.03.2009 \_\_\_\_ (DD/MM/YYYY)
- iii. AQAR for 2009-10 \_\_\_\_\_ 01.02.2011 \_\_\_\_ (DD/MM/YYYY)
- iv. AQAR for 2010-11 \_\_\_\_\_ 08.04.2014 \_\_\_\_ (DD/MM/YYYY)

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

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

Vidyasagar University

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes  Any other (*Specify*)

UGC-COP Programmes

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

2.1 No. of Teachers	<input type="text" value="8"/>		
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>		
2.3 No. of students	<input type="text" value="1"/>		
2.4 No. of Management representatives	<input type="text" value="3"/>		
2.5 No. of Alumni	<input type="text"/>		
2.6 No. of any other stakeholder and community representatives		<input type="text" value="2"/>	
2.7 No. of Employers/ Industrialists	<input type="text"/>		
2.8 No. of other External Experts	<input type="text"/>		
2.9 Total No. of members	<input type="text" value="16"/>		
2.10 No. of IQAC meetings held	<input type="text" value="3"/>		
2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="1"/>	
Faculty, Non-Teaching Staff and Students (All)	<input type="text" value="1"/>	Alumni	<input type="text"/>
		Others	<input type="text"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes	<input type="text"/>	No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text"/>		
2.13 Seminars and Conferences (only quality related)			
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC			
Total No.	<input type="text"/>	International	<input type="text"/>
		National	<input type="text"/>
		State	<input type="text"/>
		Institution Level	<input type="text"/>
(ii) Themes	<input type="text"/>		

#### 2.14 Significant Activities and contributions made by IQAC

The Internal Quality Assurance Cell (IQAC) is mainly concerned with initiating quality assurance measures and keeping a close watch on the execution of such measures by the different units of the college so as to ensure a holistic quality improvement. Some such initiatives have been:

1. Introducing new courses at Undergraduate level.
2. Acting as quality checks of curriculum implementation.
3. Evaluating the quality of teaching learning and taking up such issues as regularity and punctuality of students and teachers.
4. Insisting on the use of technological aids by the teachers to improve the teaching-learning process.
5. Effective implementation of the evaluation reforms of the University.
6. Improving the system of teachers' evaluation by students with an eye to improving the overall quality of the teaching-learning mechanism.
7. Ensuring that the library develops as a modern day learning hub with internet and other digital resources available.
8. Encouraging teachers to increasingly submit proposals for research grants.
9. Persuading individual Departments to organize seminars, workshops etc. to add to the knowledge bank of the students.
10. Putting in place a Self-Appraisal mechanism of the Faculty Members.
11. Seeing to it that infrastructural expansion keeps pace with the growing ambition of the college.

#### 2.15 Plan of Action by IQAC/Outcome

The Plan of Action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

#### Plan of Action:

1. Introduction of Education as an Elective subject in B.A. from the session 2011-12.
2. Continuation of the policy of investment in the library and the efforts towards making it user-friendly.
3. Continuation of construction of a parallel building in the land behind the main building housing the Science departments.
4. Continuation of the construction work for the Boys' Hostel that is at present afoot with help from the Backward-class Welfare Department, Govt. of West Bengal and other sources.
5. Construction of a boundary wall behind the College.
6. Beginning of the construction of the new Library building
7. Continuation of the process of filling up the existing vacant posts and at the same time continuing our efforts to create new posts.
8. Spreading the Broadband facility to all sections of the College especially to the students through an institutionalized mechanism.
9. Organization of the UGC sponsored seminars whose proposals have been accepted.

#### Achievements:

1. General Course in Education has begun in the academic session 2011-2012
2. A lot of new books have been bought in the library this year. More than Rs. Three Lakhs have been expended in buying 1570 odd books. More details regarding this have been included in Criteria IV. The computerization of the cataloguing process continues.
3. The constructions are in their last stages.
4. The Boys' Hostel is also in the last stages of its construction.
5. This construction has also gone on as scheduled.
6. The construction has begun with an initial outlay of Rs. 6,34,867.00
7. Six vacant non-teaching posts have been filled up this year.
8. Internet connectivity has certainly increased. More browsing centres have been set up benefiting staff and students alike.

9. The seminars have been organized as scheduled. Four seminars including one national were held.

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 IQAC team was congratulated on the preparation of the report and the management felt that such reports would act both as a checklist of all that has been achieved and also as a pointer to the distance that the institution still has to cover.

## 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				
PG				
UG	26	1		
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	26	1		
Interdisciplinary				
Innovative				



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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	27

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.

No

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

Yes. The Department of Education was set up in the academic session 2011-12

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors (Principal)	Others
20	16	3	1	

2.2 No. of permanent faculty with Ph.D.

9

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
-	14							-	14

2.4 No. of Guest and Visiting faculty and Temporary faculty

Total temporary faculty

40
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Presented papers		7	1
Resource Persons			

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

Steps have been taken to make the learning process student centric by making it enjoyable to the students. This has meant an attempt to get away from the tried and tested lecture method that reduces students to passive objects and put in place interactive learning mechanisms that encourage a student to be a participant in the process. Different teaching styles like readings, lectures when necessary, group discussions, seminars, field trips, lab exercises, projects etc are made use of. This is augmented with the use of audio-visual teaching methods and digital resources. For example, the Department of English often shows students filmed versions of texts they are doing in class. While it has been seen that students can lose interest in the maze of the plot of a novel or a drama, a filmed version captures their attention in a way that a printed text fails to do. We are always open to novel methods to bring the students to their books. The laboratory is a vital part of the practical based courses and students are required to participate in laboratory work regularly.

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

196
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Bound as the institution is by the University guidelines it does not have much leeway in framing its own evaluation pattern and thus does all it can to best implement the University framework.

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

2
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2.10 Average percentage of attendance of students

60%-75%
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2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total number of students appeared	Number of first classes	Pass %
B.A. (Hons.)	201	6	189 i.e. 94 %
B.A. (General)	78		70 i.e. 89.74 %
B.Com. (Hons.)	23	2	23 i.e. 100 %
B.Com. (General)	1		0 i.e. 0 %
B.Sc. (Hons.)	12	1	12 i.e. 100 %
B.Sc. (General)	Nil		

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

The Internal Quality Assurance Cell contributes to the improvement of the teaching – learning process in the following ways:

1. By evaluating the quality of teaching learning and taking up such issues as regularity and punctuality of students and teachers.
2. By monitoring and evaluating the quality of its programmes.
3. By acting as quality checks of curriculum implementation.
4. By effective implementation of the evaluation reforms of the University.
5. By planning for new courses at Undergraduate level.

6. By introducing technological aids to improve the teaching-learning process and encourage innovative practices.
7. By encouraging individual Departments to organize seminars, workshops etc. to add to the knowledge bank of the students.
8. By improving the system of teachers' evaluation by students with respect to improving the overall quality of the college.
9. By maintaining the Self-Appraisal Report of the Faculty Members

#### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	2
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others (NSS Orientation Programmes)	3

#### 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	21	7	6	6
Technical Staff				

## Criterion – III

### **3. Research, Consultancy and Extension**

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

The IQAC has seen to it that the following initiatives promoting research climate in the institution is in place:

1. Persuading faculty members to undertake research projects with external funding.
2. Organization of UGC funded seminars / conferences / workshops.
3. Sanctioning study leaves to teachers who are in advanced stages of research or to facilitate advanced study in a research centre or library.
4. Allowing duty leaves on the occasion of attending Course Works to teachers carrying out Ph.D. under revised UGC regulation 2009.
5. Facilitating increased participation of the faculty in national and state level seminars and Workshops by allowing them duty leaves on such occasions.
6. Enrichment of the library by making continuous purchases

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs.				

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1	1	1
Outlay in Rs. Lakhs		Rs. 74,250/-	Rs. 1,95,000/-	

#### 3.4 Details on research publications

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

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	12.03.2012 - 11.03.2014	UGC	Rs. 1,95,000/-	Rs. 1,37,500/-
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	12.03.2012 - 11.03.2014	UGC	Rs. 1,95,000/-	Rs. 1,37,500/-

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

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		1	3		
Sponsoring agencies		UGC	UGC		

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

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

Total	International	National	State	University	Dist	College
1	1					

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

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

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

The major NSS activities during the year include the following:



5 <sup>th</sup> June	Observation of World Environment Day
1 <sup>st</sup> -6 <sup>th</sup> July	Observation of Aranya Saptaha (Forest Week)
9 <sup>th</sup> August	Blood donation and plantation of saplings
15 <sup>th</sup> August	Observation of Independence Day
5 <sup>th</sup> September	Observation of Teacher's day
12 <sup>th</sup> January	Observation of Swami Vivekananda's birth anniversary
23 <sup>rd</sup> January	Observation of Netaji Subhas Chandra Bose's birth anniversary
26 <sup>th</sup> January	Observation of Republic Day
	Year-long awareness programmes in adopted villages
	Year-long cleanliness programmes in the college campus and adjoining areas
23 <sup>rd</sup> December-29 <sup>th</sup> December	Organization of Special Camp

## 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	3.36	-		3.36
Class rooms	18	-		18
Laboratories	11	-		11
Seminar Halls	1	-		1
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs.13,03,150/-	Rs.21,49,583/-	UGC	Rs.33,22,418/- (Rate of

				Depreciation-10%)
Others				

#### 4.2 Computerization of administration and library

Regular communications, preparation of Audit report, preparation of Pay packet, collection of fees are all now done with the help of computers. The Cash Section has been fully computerized.

The cataloguing process in the library is close to being completely computerized. The SOUL-Network version of INFLIBNET is used in this respect. The library has acquired the SOUL 2.0 of INFLIBNET.

#### 4.3 Library services:

	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Text Books + Reference Books	20,500	....	1,570+1 (Reference)+5 (Gifted)=1,576	Rs. 3,05,934.20/- +Rs. 280.00/- (Reference)=Rs. 3,06,214.20/-	22,076	....
e-Books						
Journals/ Periodicals			53	Rs. 1,570/-		
e-Journals						
Digital Database	01	Rs. 20,000/-	0		01	Rs. 20,000/-
CD & Video	36	....	05	Free	41	....
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers including Laptops	Computer Labs	Internet	Browsing Centres	Computer Centres	No. of computers in Office	Departments with computers	Others
Existing	37	2	13	4	-	5	2	
Added	12	-	6	3	-	1	2	
Total	49	2	19	7	-	6	4	

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

No such programmes have been held

#### 4.6 Amount spent in maintenance and upgradation in lakhs:

i) ICT	Rs. 60,000/-
ii) Campus Infrastructure and facilities	Rs.49. 13.059/-
iii) Equipments	Rs.21, 49,583/-
iv) Others	Rs.30, 85,659/-
<b>Total:</b>	<b>Rs. 1, 02, 08,301/-</b>

### **Criterion – V**

#### **5. Student Support and Progression**

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

The IQAC is concerned about providing students adequate support services and has strengthened the erstwhile services like the Career Counselling Cell and Personal and Psychological Counselling Cell. There is a Health Centre in place as well as a Legal-Aid Cell.

5.2 Efforts made by the institution for tracking the progression

Personal contacts of teachers and through bodies like the Alumni Association.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2198			

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	1220	61.31		770	38.69

Last Year							This Year						
General	SC	ST	OBC	Minorities	Physically Challenged	Total	General	SC	ST	OBC	Minorities	Physically Challenged	Total
1324	350	06	28	139	2	1847	1461	349	4	38	138	-	1990

249 casual students. Total students 2096      206 casual students. Total students 2196

Demand ratio: Differs from one Hons subject to another. In General we follow the first come first served basis. On the whole it is about 1:3 in Hons subjects.

Dropout %: 16.64%

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

Personal help from the teachers are mostly informal in nature.

No. of students beneficiaries

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"/>

Information not available

### 5.6 Details of student counselling and career guidance

Personal and Psychological - There is a Personal and Psychological Counselling Cell functioning in the College, which helps students to cope with the stress and strain in their personal and academic lives.

Career - Understanding the importance of the fact that our duties do not end only with academic enrichment but extends to making the students job-ready, a Career Counselling Cell is in place. At present we in the college only provide students with information about various competitive exams. Placement services as such are yet to begin.

No. of students benefitted

10% of the total students
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5.7 Details of campus placement: There is only a Career Counselling Centre but no placement services in place at present

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

### 5.8 Details of gender sensitization programmes

There is a Personal and Psychological Counselling Cell in place that among other issues tries to make our students gender-sensitive.

### 5.9 Students Activities

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

State/ University level

12
----

National level

--

International level

--

DPI Sports

12
----

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

DPI Sports

College Boys' Kabaddi team University champions

Girls' Kabaddi team runners up.

Sk. Sabir Ali of our college was part of the Bengal Kabaddi team that took part in the national championships.

Priyajit Samanta of our college became vice-captain of the Vidyasagar University Kho-Kho team and represented the University in the Inter University (National) competition. He returned with the runner's up trophy for the University from the national championships.

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	477	Rs. 95,400/ (Approx)
Financial support from government	270	
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: The grievances of the students remain the same. Mostly they are complaints about facilities not working

## **Criterion – VI**

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

6.1 State the Vision and Mission of the institution

Vivekananda Mission Mahavidyalaya takes upon itself the responsibility to impart quality higher education in the Haldia subdivision of Purba Medinipur district. We are committed to motivate and equip the students from this rural area to compete and survive with their urban counterparts on equal terms. At the same time, we take care to instill in our students the right values and a feeling of responsibility towards society. The students are encouraged to develop themselves through value based education after the ideology of Swami Vivekananda. “Esho Manush Hao”, the immortal words of Swami Vivekananda that enjoins us to become and help others to become right thinking human beings “Be Man & Make Man” remains the abiding ideal of the institution.

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. Introduction of new programmes/courses keeping in mind the local demand.
2. Presence of the teachers of the College in the University Board of Studies.

6.3.2 Teaching and Learning

1. Preparation of an institutional academic calendar in accordance with the University academic calendar.

2. Formulation of teaching plans by individual departments.
3. Increasing use of technology mediated teaching methods.
4. Presence of remedial classes for slow learners and provision of tutorial classes in the class routine.
5. Organization of Students seminars and Departmental level seminars.
6. Putting in place a feedback mechanism with regular collection of students' feedback to ensure improvement in the teaching – learning mechanism.
7. Organization of educational tours, field works and projects by the concerned departments.

#### 6.3.3 Examination and Evaluation

The institution implemented the new evaluation reforms initiated by the affiliating University from the academic session 2006-07 whereby 10% marks are set aside for internal assessments. Five internal assessments of 20 marks in each Honours paper and two such in each General paper are to be held in an academic session. A percentage of the marks attained in these tests are duly included to that achieved in the University Examination. Other than this the University has gone for a major overhaul in the examination structure with the 1+1+1 system in place.

Bound as the institution is by the University guidelines it does not have much leeway in framing its own evaluation pattern and thus does all it can to best implement the University framework.

#### 6.3.4 Research and Development

1. Persuading faculty members to undertake research projects with external funding.
2. Organization of UGC funded seminars / conferences / workshops.
3. Sanctioning study leaves to teachers who are in advanced stages of research or to facilitate advanced study in a research centre or library.
4. Allowing duty leaves on the occasion of attending Course Works to teachers carrying out Ph.D. under revised UGC regulation 2009.
5. Facilitating increased participation of the faculty in national and state level seminars and Workshops by allowing them duty leaves on such occasions.



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

1. Enrichment of the library by making continuous purchases
2. Ensuring that the library develops as a modern day learning hub with internet and other digital resources available.
3. Expansion of infrastructure consistent with the growing ambition of the college.

#### 6.3.6 Human Resource Management

1. Appointment of full time teaching faculty strictly following WBCSC recommendations.
2. Appointment of efficient Guest faculty through transparent selection process following the Vidyasagar University appointment norms with remunerations commensurate with if not more than that paid by any other educational institution of the region.
3. Facilitating enrichment of teachers by allowing them to participate in Orientation Programmes, Refresher Courses, Summer/Winter Schools, Short Term Courses etc.
4. Providing the departments with computers internet connection.

#### 6.3.7 Faculty and Staff recruitment

The Director of Public Instructions (DPI), Government of West Bengal sanctions posts of faculty and staff going by the due processes and formalities as adopted by the State Government for creating and approving substantive posts. As far as the selection of the faculty members is concerned, the West Bengal College Service Commission is vested by the State Government with the power and duty to select candidates according to UGC regulations and recommend them to individual colleges taking into account the particular candidate's merit position and choice. In appointments and retaining of Part-time teachers the college follows the Government of West Bengal Government Order No: 751-Edn(CS)-5P-46/99 dated 21<sup>st</sup> September,2010.

#### 6.3.8 Industry Interaction / Collaboration

1. Elicitation of support in setting up the scientific infrastructure of the college.
2. Elicitation of assistance in upgradation of the I.T. infrastructure.
3. Involving the industry and seeking professional advice from them about future employment prospects of our students through the Career Counselling cell.

4. Developing ties with the industry so as to facilitate increased collaboration between institute and industry.

#### 6.3.9 Admission of Students

The college ensures wide publicity for the admission process. While the Institutional website provides details of the admission including providing the admission form and Prospectus, there are more conventional means like prominently displaying the admission details in the college notice board. Sometimes advertisement are also put in local newspapers and T.V. Channels or billboards hung in prominent locations like the Chaitanyapur intersection, but this is mostly done when new courses or subjects are introduced. Generally students in the vicinity know the subjects the college traditionally offers. The Prospectus as well as the institutional website in a detailed way lists the various subject combinations, fees, other necessary details to the students opting for admission to the college.

Reservation of seats according to government rules is strictly maintained, so that students from disadvantaged communities, i.e. S.C., S.T have access to higher education. For example 22% seats are reserved for Scheduled Castes and 6% for Scheduled Tribes. Moreover, differentlyabled students are also accommodated with 3% seats reserved for them.

Admission takes place strictly according to the Merit Score prepared as per norms and regulations of the Government of West Bengal, Ministry of Higher Education and Vidyasagar University. Both the aggregate marks and the marks obtained in the subject the student intends to major are taken into account while preparing the Merit list. For some programmes like Commerce, Mathematics and Computer Science where the demand ratio is not that high we have started following the direct admission process.

#### 6.4 Welfare schemes for teaching, nonteaching staff and students

Some of the welfare schemes available for teaching and non-teaching staff include

1. Providing appointment to family members on compassionate grounds. Bikash Jogsi, son of Late Guna Prasad Jogsi, College guard has been appointed on a contractual basis in the same post after the untimely demise of his father.
2. Presence of healthcare facilities in the campus. The Health Centre with first – aid kits, and common medicines is useful in a medical emergency.
3. Establishment of an Employees Credit Co-operative Society, a fund built up by the employees of the institution with regular contributions that comes to the aid of the employees in financial exigencies.
4. Providing Part time permanent teachers an ad hoc amount of money before their salaries are disbursed by the Treasury of the Government of West Bengal which is not always very regular.
5. Providing an ad hoc amount of money to its newly appointed staff for months before their pay fixation and other government formalities are complete.

6.5 Total corpus fund generated: The reserve fund or corpus lying with the institution at the beginning of the accounting year 2011-12 is Rs. 37, 84,182.22.

6.6 Whether annual financial audit has been done                      Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Academic sub-committee
Administrative	Yes	S.K. Singrodia & Co 109/1 Grey Street, Kolkata -70005.	No	

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

For UG Programmes      Yes       No

For PG Programmes      Yes       No

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

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

No, the affiliating university does not have any provision of according autonomy to its affiliated institutions.

6.11 Activities and support from the Alumni Association

The Alumni Association of our College Praktanee was established in 2003. There is a room in the college set aside for the Alumni Association. Many of our alumni have gone on to establish themselves in various fields and been nominated to the highest decision making body of the college, Governing Body. Among the alumni who are part of the Governing Body include Sri Anandamoy Adhikary and Sri Partha Batabyal.

6.12 Activities and support from the Parent – Teacher Association

A Parents-Teachers Association is formally in place in the College, which meets once in a year but most of the interactions between parents and teachers take place on an informal level. The parents of the students are called when the students do not perform to the expected level or when they are irregular in class. For any misbehaviour/misconduct, the Principal meets the guardian/ parent before taking any strict disciplinary measure. The College thus maintains discipline with a humane face. The Parent teacher interaction also helps in receiving feedback from the parents and in involving them in the growth of the institution.

6.13 Development programmes for support staff

None

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

NSS sponsored plantation is on. Awareness campaigns about energy conservation have been undertaken. The campus has been declared a no-plastic zone. Plastic products not conforming to environmental regulations are not allowed inside.

## **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.

Innovations introduced include

1. Preparation of Teaching Plans
2. Preparation of Departmental academic calendar
3. Proposal to create a technology enabled learning space

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

We are satisfied with the outcomes to our plans. Things have gone according to our plans.

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

#### **BEST PRACTICE-1**

**Title of the Practice:** Empowering the students of the rural belt of Purba Medinipur by giving them access to more choices and better infrastructure for higher education.

Goal: Catering to the knowledge demands of the students of the rural belt of Purba Medinipur, especially the outlying areas of Sutahata by providing them better infrastructure and more subject options.

**The Context:** The rationale of the expansion in Undergraduate courses remains the need to give students wider choice in their selection of both Honours and General Courses. The college understands the importance of modern infrastructure in providing a rich teaching learning experience to the students.

**The Practice:** The College has taken the following initiatives to widen the access to higher education and student empowerment:

- Introduction of General course in Education and efforts to open Bio Sc. (General) with Botany, Zoology and Nutrition as electives along with Honours in Education.
- Addition and modernization of Infrastructure facilities

Infrastructure	Existing	Added
Building and floor space	One building with floor space of 2116 sq m	<ul style="list-style-type: none"> <li>✓ 6 class rooms accruing to a floor area of 224 sq m have been added to the existing main building last year</li> <li>✓ The construction of the three storied new science block is in its last stages</li> <li>✓ The construction of a new two - storied library building has begun</li> </ul>
Hostel Facilities	Two storied girls' hostel	✓ Construction of Boys' hostel near completion

Teaching aids		
✓ Computers	37	12
✓ Internet access	13	6
✓ Browsing centres	4	3

- Remedial teaching for the SC, ST students since 2008- 09
- Financial aid to economically vulnerable students in the form of concessions

Year	Number of students receiving concessions	Concession Amount (Rs.)
2011-12	477	95400

There is also a Students' - Aid- Fund (now called Students' Welfare and social Service) in the College. Books bought from this fund are lent to the students of economically backward families.

- Organization of four UGC sponsored seminars including one national level seminar.
- A lot of new books have been bought in the library this year. More than Rs. Three Lakhs have been expended in buying 1570 odd books.

**Evidence of Success:** Along with an increase in the number of students and percentage of girls both of which have been on the upward curve for some time now, this year we have noticed a new heartening feature - a significant decrease in drop rate. For example compared to last year, this year round the drop rate has fallen considerable from 25.46% to 16.64%.

**Problems Encountered and Resources Required:** The new departments are manned by Part-time teachers as new posts are yet to be sanctioned and filled up. The College is doing its best trying to attract good Guest faculty and retired full-time faculty. For example, Dr. S.C. Maity, Department of Zoology is an erstwhile full-time faculty of a neighbouring college.

## **BEST PRACTICE-2**

**Title of the Practice:** Development of the personality of students through community service.

**Goal:** Making students socially conscientious human beings aware of their social responsibilities and community obligations.

**The Context:** The College feels that students need to be serviceable to society while receiving education in an institution. The aim is to apply lessons learnt in the classroom to social use. In the process, the students are expected to develop a strong bond with the whole society. Moreover, extension activities broaden the horizons of the students and supplement their academic learning experience

**The Practice:** The extension activities in the college mostly take place under the supervision of the NSS. From adopting four neighbouring villages Ramchandrapur, Keshabpur, Barda, Bajitpur to taking part in social awareness programmes, the four College NSS units have always been at the forefront of community service. Some of their more important programmes have been:

- Cleanliness campaign of college campus and adjoining areas including the approach road to the College.
- Health and Hygiene Awareness programmes advising people about the high iron-level of the region and precautionary measures against polluted water. AIDS awareness drives are undertaken on World AIDS Day (1<sup>st</sup> December) every year.
- Pulse Polio programme.
- Voluntary blood donation is actively encouraged. Blood Donation camps are held every year in collaboration with the Voluntary Blood Donors' Associations of Tamluk and Sutahata.
- Adult-literacy programmes in the adopted villages.
- Environmental Awareness programmes including awareness drives and planting of saplings both in the College premises and adopted villages.
- Volunteering in relief work during the inundation of large portions of Purba Medinipur by flash floods in 2008.



**Evidence of Success:** The extension activities other than building the character of the students have also created a positive mood amongst the community towards the College. The community is more than eager to help the College out whenever any such need arises. This community-institutional linkage is also reflected in the constitution of the Governing Body - the highest decision making body of the college has among its members elected representatives from the locality. As far as students are concerned their zeal in being part of social awareness programmes and community service both in their regular activities and special camps is quite remarkable.

**Problems Encountered and Resources Required:** The consumerist culture of our times poses a problem. The crass consumerism espoused in media and otherwise does affect the students. Our belief in individual choices sometimes ends up making us forget community interests. Social responsibility takes a back seat. The increasing politicization of students along party lines has been another problem, accentuated in our case as Purba Medinipur has, of late, been a politically volatile zone. The disturbances in the neighbourhood sometimes manifest themselves amongst the students creating unrest.

#### 7.4 Contribution to environmental awareness / protection

NSS sponsored plantation is on. Awareness campaigns about energy conservation have been undertaken. The campus has been declared a no-plastic zone. Plastic products not conforming to environmental regulations are not allowed inside.

7.5 Whether environmental audit was conducted? Yes

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

#### Strengths

1. Introduction of a new subject, Education, this year.
2. Exemplary leadership of the Principal.
3. Healthy relationship among the teachers and the college students.
4. Competent and motivated teachers.

5. The serenity of the college campus coupled with the availability of necessary amenities for the students.
6. Keen desire to mobilize funds from various external sources.

#### Weaknesses

1. Inadequate number of full-time faculty and technical staff.
2. Many of the new departments do not have full-time faculty and are manned by Part-time faculty and Guest lecturers.
3. Most of our students are financially weak who need to support their family thus are unable to concentrate solely on studies.
4. No meaningful linkages and collaboration with industrial set-ups, especially taking into account our proximity to Haldia.
5. The library needs to stock up its collection of borrowable digital and e-materials. Departmental libraries also need to be strengthened.
6. Laboratories need to be modernized and better equipped.

#### Opportunities

1. Provision of girls' hostel to attract students from remote far flung areas of Purba Medinipur and the adjoining district of South 24 Parganas.
2. Setting up of the study-centre of Netaji Subhas Open University to maximize the opportunities of higher education.
3. Plans for resource generation.
4. Presence of Remedial Course to support slow learners and students belonging to disadvantaged sections of society.

#### Challenges

1. Limited job opportunities for ordinary Graduate students.
2. Putting in place a worthwhile placement mechanism.
3. Inclination among students to get involved in party-politics.
4. Developing a culture of using e-technology in teaching-learning and other academic activities both among teachers and students.

**8. Plans of institution for next year**

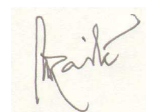
1. Making efforts to open Bio Sc. (General) with Botany, Zoology and Nutrition as electives.
2. Completion of the three storied Science Block and its operationalization.
3. Completion of the construction of the Boys' Hostel.
4. Continuation of the construction of the new Library building
5. Submission of another set of proposals for UGC funded seminars.
6. Completion of the computerization of the cataloguing process in the Library.
7. Submission of proposals for opening Postgraduate course in the college

*Name: Santanu Basu*



*Signature of the Coordinator, IQAC*

*Name: Dr. Manisankar Maiti*



*Signature of the Chairperson, IQAC*

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