Ref. No. ...NAAC/01/18   Date ...11/5/18...

To
The Director,
National Assessment and Accreditation Council,
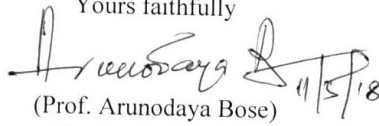P.O. Box No. 1075, Nagarbhavi, Bengaluru-560072.

Sub: Submission of AQAR of the Session 2016-17

Respected Sir,

    With due respect, I am informing you that I am submitting the AQAR of the Session 2016-2017. Please do accept the same and oblige.
    Thanking You,

                                        Yours faithfully

                                        (Prof. Arunodaya Bose)
                                        Teacher-in-Charge
                            Sabang Sajanikanta Mahavidyalaya

                        Teacher-in-Charge
                Sabang Sajanikanta Mahavidyalaya
                Lutunia, Paschim Medinipur, 721166

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Sabang Sajanikanta Mahavidyalaya

1.2 Address Line 1

> Vill: Temathani, P.O.: Lutunia,

Address Line 2

> Dist.: Paschim Medinipur

City/Town

> Sabang

State

> West Bengal

Pin Code

> 700156

Institution e-mail address

> Sabsajmah9@gmail.com

Contact Nos.

> 7047369536, 9932191377

Name of the Head of the Institution:

> Prof. Arunodaya Bose

Tel. No. with STD Code:

> 03222-248221

Mobile:

> 7047369536, 9932191377

Name of the IQAC Co-ordinator:

Dr. Selim Chisti

Mobile:

9830728132

IQAC e-mail address:

slmchst@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

NA

OR

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/66/RAR/134 Dated: 21.02.2014

1.4 Website address:

Sabangcollege.com

Web-link of the AQAR:

http://sabangcollege.com/AQAR

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.51	2014	2019
2	2nd Cycle	NA	NA	NA	NA
3	3rd Cycle	NA	NA	NA	NA
4	4th Cycle	NA	NA	NA	NA

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

16.12.2009

1.7 AQAR for the year (for example 2010-2011)

2016-2017

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

   i. AQAR 2015-2016 on 20.12.2016

1.9 Institutional Status

   University   State ☐   Central ☐   Deemed ☐   Private ☐

   Affiliated College   Yes ☑   No ☐

   Constituent College   Yes ☐   No ☐

   Autonomous college of UGC   Yes ☐   No ☐

   Regulatory Agency approved Institution   Yes ☐   No ☐

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

   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 ☐

1.10 Type of Faculty/Programme

   Arts ☑   Science ☑   Commerce ☑   Law ☐   PEI (Phys Edu) ☐

   TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☐

   Others (Specify)

1.11 Name of the Affiliating University *(for the Colleges)*   Vidyasagar University, Paschim Medinipur, West Bengal

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

Autonomy by State/Central Govt. / University | NA |

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	07
2.2 No. of Administrative/Technical staff	02
2.3 No. of students	01
2.4 No. of Management representatives	02
2.5 No. of Alumni	01
2. 6 No. of any other stakeholder and community representatives	01
2.7 No. of Employers/ Industrialists	
2.8 No. of other External Experts	01
2.9 Total No. of members	15
2.10 No. of IQAC meetings held	05

2.11 No. of meetings with various stakeholders: No. | 00 | Faculty | 03 |

Non-Teaching Staff Students | 01 | Alumni | 01 | Others | Nil |

2.12 Has IQAC received any funding from UGC during the year?   Yes [ ]   No | √ |

If yes, mention the amount | NA |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | Nil | International | -- | National | -- | State | -- | Institution Level | -- |

(ii) Themes | Not Applicable |

2.14 Significant Activities and contributions made by IQAC

1. Helped the Teaching Staffs to prepare the Self Appraisal Reports;
2. Arranged remedial classes;
3. Helped the Teaching Faculties for CAS-API processing for Assistant/Associate Professorship;
4. Initiatives taken to digitize the campus;
5. Involved in the activities, like, plantation of siblings, etc. to minimize the gravity of environmental degradation;
6. Involved in the activities of social responsibilities;
7. Encouraged different NSS and NCC programmes and provided its complete support and initiative to engage yearly special camps for these activities;
8. Monitored the mode of functioning of each internal committee 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 *

Sl. No.	Plan of Action	Achievements
1	Annual Road Map	All the departments were encouraged to prepare annual road map in the beginning of the year which facilitated them to plan and execute various programmes, viz, teaching-learning, educational tour, excursion, project work, etc., effectively.
2	Promotion of e-resources	Faculties are encouraged to adopt e-resources in their teaching process.

3	Initiation of innovative Teaching –Learning Process	Departments adopted several experimental learning, such as, field visits, project work, group discussions, etc.
4	Digitization	Online admission process had been started. The teaching faculties digitalized their lecture notes and involved with the technology dependent class room presentations.
5	Minimizing environmental degradation inside the campus	Optimum utilization of the existing infrastructure of the College campus, tree plantation, arrangement of separate garbage area for non-biodegradable wastes and completion of plan for a medicinal plant garden under the supervision of the Department of Botany.
6	Fulfilling social responsibilities	Arrangement of remedial classes for weaker students, organisation of blood donation camp, organization of thalassemia camp and sensitizing the students to ecological & environmental issues.
7	Enhancement of the infrastructural facilities to the students	Completion of more number of toilets and urinals for the students in the campus.
8	Planned to organize Seminar	Several departments under the guidance of the IQAC Cell of this Mahavidyalaya planned to organize Departmental as well as National/International Seminars. Some departmental seminars had organized.

* 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

> AQAR discussed to finalize the report before submission.

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	Nil	Nil	Nil	Nil
PG	Nil	Nil	Nil	Nil
UG	18	Nil	Nil	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	Nil	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil
Total	**18**	Nil	Nil	Nil

Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

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	**18**

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.

> Revision carried out time to time by following the instructions of the affiliating University - Vidyasagar University.

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

> Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
32	28	04	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

17

2.3 No. of Faculty Positions
Recruited (R) and Vacant
(V) during 2016-2017

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
3	5	NA	--	NA	--	NA	--	3	5

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest: 27		Nil		Nil

*Other - A. P. T. (Approved Part Time Teaching Faculty): 15

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	--	--
Presented papers	01	10	--
Resource Persons	--	--	--

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

> Departments adopted several experiential learning such as field visits, industry visits, project, group discussions, case studies, e- learning, presentations etc. Apart from these several other methods were used, like, use of ICT enabled teaching learning, use of Interactive Boards, etc.

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

210

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

> Being an affiliated College, examination/evaluation is conducted by the affiliating University through the Teacher-in-Charge as Officer-in-Charge of examination. Photocopy of the answer-script is issued to student on demand under R.T.I Act through the College. Re-examination of answer script is done on demand of students through the College.

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

04	--	--

2.10 Average percentage of attendance of students

82%

2.11 Course/Programme wise distribution of pass percentage

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG	5755	Nil	1.55%	36%	31.25%	68.8%
PG	NA	NA	NA	NA	NA	NA
Others	NA	NA	NA	NA	NA	NA

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

Departments are advised to prepare academic calendar as well as lesson plan for the academic session such as: teaching plan, methodology, teaching material, assessment plan, remedial classes etc. Year wise Plan preparation helps to achieve the goals. The IQAC monitors the progress of the teaching-learning process. Teacher-in-Charge also organizes meetings with HODs and faculties of each Department to address the matter concerning the progress of Teaching–Learning process. IQAC also looks into updating the teaching aids & techniques. The IQAC advised the departments to adopt new techniques, like, organizing student's seminars & departmental seminars. The IQAC recommended the College Authority to release corpus fund of Rs. 5000.00 to each department which the Authority agreed upon.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	02
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	03
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	02
Others	--

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	12	9	Nil	Nil
Technical Staff	7	3	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

> The IQAC has taken up several initiatives to promote research among the Faculty of the college. The IQAC meets regularly the teaching faculty to discuss various plans of UGC, DST and other agencies to promote research climate and motivate the faculty to do research work. In addition, IQAC regularly informs and encourages the faculty members to apply for research grants projects and grants to UGC/ DST/ DBT/CSIR etc. The College has a Research Advisory Committee constituted with Teacher-in-Charge as Convener and six faculty members from different departments as members. The IQAC of the college encourages the staff to apply for Major and Minor Research projects; to organize seminars, workshops and Conferences etc. IQAC encourages teachers to publish in International/National Journals or for publishing their research work in Book or Chapter in a Book. The IQAC advised the College Authority to release the funds for departmental and Student's seminar.

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	03	04	--	03
Outlay in Rs. Lakhs	Rs.960000.00	Rs. 1290000.00	--	Rs.960000.00

3.4   Details on research publications

	International	National	Others
Peer Review Journals	16	01	--
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	01	10	--

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	2 yrs	UGC	Rs. 2250000.00	Rs. 1968000.00
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects *(other than compulsory by the University)*	--	--	--	--
Any other(Specify)	--	--	--	--
Total	--	--	Rs. 2250000.00	Rs. 1968000.00

3.7 No. of books published   i) With ISBN No. | -- | Chapters in Edited Books | 07 |

ii) Without ISBN No. | -- |

3.8 No. of University Departments receiving funds from

UGC-SAP | NA | CAS | NA | DST-FIST | NA |

DPE | NA | DBT Scheme/funds | NA |

3.9 For colleges   Autonomy | -- | CPE | -- | DBT Star Scheme | -- |

INSPIRE | -- | CE | -- | Any Other (specify) | -- |

3.10 Revenue generated through consultancy | Nil |

3.11 No. of conferences organized by the Institution

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

3.12 No. of faculty served as experts, chairpersons or resource persons | 1 |

3.13 No. of collaborations   International | Nil | National | Nil | Any other | Nil |

3.14 No. of linkages created during this year | Nil |

3.15 Total budget for research for current year in lakhs:

From funding agency   Rs. 1968000.00   Management of University/College   --

Total   Rs. 1968000.00

- UGC funded research is going on in this year.

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
01	--	--	--	01	--	--

3.18 No. of faculty from the Institution
who are Ph. D. Guides   01

and students registered under them   01

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

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 [ ]

* No. of students participated in NSS events in the various programmes in Mother College and in adopted villages is 800.

3.22 No. of students participated in NCC events:

University level [ ]   State level 25

National level 60   International level [ ]

3.23 No. of Awards won in NSS:

University level [ ] State level [ ]

National level [ ] International level [ ]

* No. of students awarded by NSS Cell of the Mother College is 13.

3.24 No. of Awards won in NCC:

University level [ ] State level [8]

National level [ ] International level [ ]

3.25 No. of Extension activities organized

University forum [ ] College forum [01]

NCC [02] NSS [10] Any other [ ]

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

NSS Units of the college organized seminars with the help of local panchyats on the dangers of thalassemia and AIDS. The NSS Units also organized Swaccha Bharat Abhiyan, Blood Donation Camp, Tree Plantation Programme, Dengue Awareness Camp, Japani Encephalitis Camp and Health Awareness Camp for Girls Students with the help of which the institution served its social responsibility towards the community at large. The students of the college with the active participation of NCC Unit and NSS Cell of this Mahavidyalaya celebrate Republic Day, National Youth Day, Yuva Diwas, Independence Day, AIDs Day, National Integration Day, etc,.

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	9.33 Acre	--	Purchased & Gifted	--
Class rooms	31	06	RUSA & College	37
Laboratories	07	--	UGC & College	07
Seminar Halls	01	--	UGC & College	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	45	23	UGC & RUSA	68
Value of the equipment purchased during the year (Rs. in Lakhs)	4709431.00 (in 2015-16)	281040.00 (in 2016-17)	RUSA	4990471.00
Others	--	Virtual Class Room – 1 (Rs. 300000.00)	Higher Education Dept. , Govt. of West Bengal	01

4.2 Computerization of administration and library

> Yes, it is done in administration. E-admission procedure has been started from 2015-16 session. Computerization in library is on the process.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	28629	--	204	51500	28833	
Reference Books	350	--	92	15000	422	
e-Books	Nil	--	Nil	--	Nil	
Journals	1925	--	50	8500	1975	
e-Journals	Nil	--	Nil	--	Nil	
Digital Database	Nil	--	Nil	--	Nil	
CD & Video	12	Free	8	--	20	

Others (Spl. Collection from Swami Swarupananda)	120	10000	Nil	--	Nil		

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	44	07	10 Access point	10	--	07	18	11
Added	01	00	00	00	--	00	00	00
Total	45	07	10 Access Point	10	--	07	18	11

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

> The college has internet facility and in accordance with the Govt. Regulations College has taken the initiative for digitization and implementation of a paperless office and administration.

4.6 Amount spent on maintenance in lakhs :

   i) ICT   59500.00

   ii) Campus Infrastructure and facilities   2000000.00

  iii) Equipments   214040.00

  iv) Others   7500.00

Total: Rs. 2281040.00 (Rupees Twenty Two Lakhs Eighty One Thousand Forty only)

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> IQAC enhances the Students' orientation programme at the beginning of every academic session by which newly admitted students of this Mahavidyalaya become aware about the various Student's support services available in this Mahavidyalaya. The IQAC Cell also renders this service by publishing the information on the College website and College prospectus. The student members of the IQAC Cell interact with the Students Council and disseminate information to the students on the various support services for quality enhancement of the students.

5.2 Efforts made by the institution for tracking the progression

> Regular meetings of the Academic Council are held. Teachers take care of day to day student support as and when needed. Weaker students are identified in the class with the help of their respective class teachers and remedial classes are arranged. Teachers keep track of the performance of the students and monitor the progress.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3256	--	--	--

* In the Session 2016-17, the total number of students (excluding the CC students) is 3256.

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
1513	46.47

Women

No	%
1743	53.53

Last Year (2015-16)						This Year (2016-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2508	324	229	136	74	3271	2420	368	228	232	08	3256

Demand ratio   Dropout %: 13.26

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

> Entry in service coaching and Career Counselling Cell was formed which takes regular classes and provide books, notes, personal coaching to the students.

No. of students beneficiaries   650

5.5 No. of students qualified in these examinations

NET	01	SET/SLET	--	GATE	--	CAT	--
IAS/IPS etc	--	State PSC	25	UPSC	--	Others	34

5.6 Details of student counselling and career guidance

> Mahavidyalaya had received UGC Grants of Rs. 12 lakh for student counseling and career guidance. By which Career Counseling Cell had been formed in the Mahavidyalaya. One of principal objectives of this cell was to help the students with placement opportunities and also provided institutional support. The Career Counseling Cell counsels the students on matters relating to employment and arranges various programmes.

No. of students benefitted   60

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
--	--	--	60

5.8 Details of gender sensitization programmes

> Women Cell was constituted with female staff and female students for dealing with issues relating to discriminating behavior against women. The Cell organised various other sensitization programmes, like, celebration of International Women's Day, and conducted competitions on gender sensitization and women empowerment. Other than this Cell, Sexual Harassment Prevention Cell has been constituted. The IQAC Cell proposed the Department of Political Science to conduct a seminar on gender sensitization as early as possible.

5.9 Students Activities

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

State/ University level   19   National level   00   International level   00

No. of students participated in cultural events

State/ University level	05	National level	00	International level	00

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

Sports : State/ University level	00	National level	00	International level	00

Cultural: State/ University level	00	National level	00	International level	00

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	506	135060.00
Financial support from government	810	19675000.00
Financial support from other sources	-	--
Number of students who received International/ National recognitions	00	00

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   06

5.13 Major grievances of students (if any) redressed:

Major grievances

1. Department library as well as Central library should have more number of books/ reference books/periodicals/magazines.
2. Quality and service of the College canteen to be improved.
3. Inadequate Health service facilities
4. Traditional classroom

Redressed

1. More books have been added in the Departmental library and central library. However reference books /periodicals/magazines have not yet been received by the college.
2. Quality enhancement of College canteen yet to be done.
3. Up-gradation of Gymnasium.
4. Some smart class room initiated.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> *Mission*
>
> The Mahavidyalaya is established with a mission to disseminate higher education among the deserving pupils coming from the marginalized families of the remote areas of Sabang. Sabang is a poor agricultural belt, predominantly comprising of small cultivators, agricultural labourers, landless, and under-privileged artisans of backward communities. The founder of the college had envisaged a mission of creating at least one graduate in every household. Corroborating with the mission of the Mahavidyalaya "TAMOSA MA JYOTIRGAMAYA" which means "lead me towards light from darkness". This symbolizes the 'motto of the Mahavidyalaya'.
>
> *Vision*
>
> The Mahavidyalaya was established by the intuitive educationist and local philanthropists. They had a common vision of unearthing the potentially of the young learners of the area. The institution till holds that vision close to its chest and takes stride to achieve excellence in every subject walks extra miles for quest of new knowledge.

6.2 Does the Institution has a Management Information System:

> Yes, the college has Management Information System in areas like online admission, internal assessment, office management, management of accounts and student grievance redressal.

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

6.3.1 Curriculum Development

> Our College is affiliated to the Vidyasagar University, Midnapore and bound to follow the University Syllabi designed by the University Board of Studies. So there is no scope of development of curriculum on its own.

6.3.2 Teaching and Learning

> 1. Teachers participates Faculty Development Programme.
> 2. ICT enabled teaching and learning is encouraged.
> 3. Remedial classes for weaker students are arranged.
> 4. Departments prepare academic calendar at the beginning of the academic session.
> 5. Departments conduct class tests, group discussions, home assignments, etc.
> 6. Exposing students for outdoor learning through educational excursions, field visits, etc.

6.3.3 Examination and Evaluation

1. The process of examination and evaluation is, mainly, guided by the affiliating University. 10% of the total marks are allotted for Internal Assessments. Remaining 90% marks is taken care of by the Affiliating University.
2. Regular internal tests as stipulated by the Affiliating University are conducted in the stipulated period.
3. Experimental projects are carried out under the guidance of departmental teachers which are then evaluated by both the department and the Affiliating University appointed external examiners.

6.3.4 Research and Development

1. The college creates an academic environment that ignites and fosters research culture of the college. In order to promote research activities, college have constituted a Research Advisory committee (RAC).
2. Various departments of the college have organized seminars//invited lectures to accelerate the research ambience of the college.
3. Teachers are involved in Minor Research Project and Major Research Project receiving grants from various funding agencies.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Physical infrastructure of the library has been improved.
2. Off library facilities available.
3. A well furnished Computer lab and ICT enabled class rooms.
4. One virtual class room to encourage the students as well as the teachers to participate in a class with high quality of modern communication facility.
5. CCTVs have been installed to increase overall security of the college campus.
6. All the departments have been allotted desktops & printers.
7. All the teachers have been allotted laptops & projectors.
8. Some office staffs have also been given laptops.
9. Office is well equipped with desktops, scanners and printers along with browsing centres.
10. College is secured by the boundary wall.
11. One well-equipped gymnasium hall helps sports loving students.
12. One well-equipped Auditorium /Seminar /conference hall stimulates the academicians.
13. Most of the Science Departments rooms are with SMART Boards facilities and well-equipped laboratories.
14. Staff room is equipped with TV LCD screen, water purifier, and attached bathroom facilities.
15. Students' union room are fully equipped with TV LCD screen.
16. Canteen with all time food and beverage facility.

6.3.6 Human Resource Management

1. Self Appraisal is done at regular intervals to evaluate the performance of the teaching staff.
2. Feedback from students is taken to assess the performance of the faculty members.
3. Teachers are encouraged to various Capacity building training programmes & Faculty development programmes to enhance efficiency.
4. Student Career & Counseling Cell extends its counseling service for future up-liftment of the student's career.
5. Concession/Scholarships were given to the deserving students on college fee and hostel fees concession
6. Faculties are assigned responsibilities to organize curricular, co-curricular and extra-curricular activities.

6.3.7 Faculty and Staff recruitment

1. Full time teaching faculties are appointed by the recommendation of West Bengal College Service Commission as per guidelines of UGC.
2. Guest teaching faculties are recruited following two step process: advertisement in daily newspaper & college website and interview by University experts, and subject experts as per UGC norms.
3. Appointment of the permanent non- teaching staff is done following the norms of the Directorate of Public Instruction, Govt. of West Bengal.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

The college follows the rules and regulations for admission as fixed by the affiliating University. Merit based online admission procedure is strictly followed. Pre-admission counseling of students are done to identify their area of interest and to guide them to choose their subject.

6.4 Welfare schemes for

Teaching	Group insurance, Employees Credit Cooperative Society, Provident Fund, Maternity leave.
Non teaching	Group insurance, Employees Credit Cooperative Society, Provident Fund, Maternity leave.
Students	Free & Half-free Studentship, Government & Non-Government Scholarship, Prize, Remedial classes, Student's Career & Counseling advice.

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?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Affiliating University- Vidyasagar University	Yes	TIC and Academic Sub-committee
Administrative	No	--	No	--

6.8 Does the University/ Autonomous College declare results within 30 days? *(Not Applicable)*

For UG Programmes   Yes | | No | |

For PG Programmes   Yes | | No | |

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

| Not Applicable |

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

| Not Applicable |

6.11 Activities and support from the Alumni Association

| Actively participated in the development process of the college. |

6.12 Activities and support from the Parent – Teacher Association

> Nothing formal

6.13 Development programmes for support staff

> Training to the staffs to enhance the efficiency regarding the use of e-resource. The support staffs are allowed to attend any training programme, like training organized by the Government of West Bengal, college or other institute for augmenting their performance.

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

> Initiation of Solar Energy, Tree Plantation, Banning of Smoking within the Campus, Optimization of existing infrastructure, Decreased use of paper & plastic.

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.

> Providing e-materials to each staff, online admission, motivating the teachers to engage themselves into various Career development programmes and research activities.

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

> Concrete road within the campus, Completion of course in time, conducted internal assessment in scheduled time, Recruitment of guest teaching faculty in some department, Construction of new class rooms, Isolation of departments at separate sphere within the college campus.

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

> 1. Regular participation of the students in the Youth Parliament Competition at the Division level, District level and State level.
> 2. Arrangement of remedial and tutorial classes.

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

7.4 Contribution to environmental awareness / protection

> 1. Campaign for Smoking free College Campus.
> 2. Campaign for Shaccha Bharat.
> 3. Siblings plantation.

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

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

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

> New Auditorium, Initiation of P.G. Courses, New Staff room and Library Automation.

Name ___DR. SELIM CHISTI___   Name ___ARUNODAYA BOSE.___

Signature of the Coordinator, IQAC   Signature of the Chairperson, IQAC

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Internal Quality Assurance Cell
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Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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