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

AQAR for the year (*for example 2013-14*)	2010-11
1. Details of the Institution	
1.1	Name of the Institution	Mrinalini Datta Mahavidyapith
1.2	Address Line 1	Vidyapith Road
	Address Line 2	Birati
	City/Town	Kolkata
	State	West Bengal
	Pin Code	700 051
	Institution e-mail address	mdm.birati@gmail.com
	Contact Nos.	033 2539 3825
	Name of the Head of the Institution:	Dr. Apurba Bandyopadhyay
	Tel. No. with STD Code:	+919433663649
	Name of the IQAC Co-ordinator	Dhurjati Prasad Mukherjee
	Mobile:	+919433507070
	IQAC e-mail address:	iqac.mdm@gmail.com
1.3	**NAAC Track ID** (*For ex. MHCOGN 18879*) OR	
1.4	**NAAC Executive Committee No. & Date:** (*For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate*)	EC/35/202 dated 28.02.2005
1.5	Website address:	www.mdmbirati.org
	Web-link of the AQAR: For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc	http://www.mdmbirati.org/AQAR 2010-11

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++	83.75 out of 100	2005	5 years
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7	Date of Establishment of IQAC : DD/MM/YYYY		14.03.2005

1.8 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 2004-05 *submitted to NAAC on* (03/11/2009)
   ii. AQAR 2005-06 *submitted to NAAC on* (03/11/2009)
   iii. AQAR 2006-07 *submitted to NAAC on* (03/11/2009)
   iv. AQAR- 2007-08 *submitted to NAAC on* (03/11/2009)
   v.   AQAR- 2008-09 & 2009-10 have been uploaded on the website

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)   . ASPV (Major)

1.11 Name of the Affiliating University *(for the Colleges)*   West Bengal State University, Barasat

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

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

| 07 |

2.2 No. of Administrative/Technical staff

| 02 |

2.3 No. of students

| 00 |

2.4 No. of Management representatives

| 02 |

2.5 No. of Alumni

| 00 |

2. 6 No. of any other stakeholder and

community representatives

| 01 |

2.7 No. of Employers/ Industrialists

| 00 |

2.8 No. of other External Experts

| 00 |

2.9 Total No. of members

| 11 |

2.10 No. of IQAC meetings held

| 04 |

2.11 No. of meetings with various stakeholders: No. | 06 | Faculty | 04 |

Non-Teaching Staff Students | 02 | 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. | 4 | International | | National | | State | | Institution Level | 4 |

(ii) Themes | Language and society; Tagore and Nationalism. |

2.14 Significant Activities and contributions made by IQAC

- Up gradation of laboratories with necessary equipments and computers.
- Rich and Air conditioned "editing room" has been annexed for the student of Journalism and Mass communication.
- "Assistance booth" has been opened in association with self help and self employment group, Government of West Bengal.
- Opening Honours course in Physics, Post graduate course In Bengali and autonomous centre for postgraduate studies in collaboration with IGNOU is also on the card.

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
Introduction of new courses	Introduction of honours courses in Physics and Mathematics. Beginning of UGC Sponsored Merge Scheme
Introduction of AC laboratories	One in Computer Science department.
Expansion of infrastructure	Updated our laboratories with necessary equipments and computers. "Assistance booth" has been opened in association with self help and self employment group, Government of West Bengal. New classrooms added and existing laboratories remodeled as per the need of the students and demand of the subjects. Construction of first floor of women's hostel.

Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body   Yes √   No ☐

Management √   Syndicate ☐   Any other body ☐

Provide the details of the action taken

> The AQAR was placed before the Governing Body and its approval was received in the meeting dated 06/03/2012

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	15	02 (Honours course in Physics and Math)	01	03
PG Diploma	–	–	–	–
Advanced Diploma	–	–	–	–
Diploma	–	–	–	–
Certificate	01			
Others				
Total	16	02	01	03

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: ~~CBCS/Core~~/Elective option / ~~Open option~~s
  (ii) Pattern of programmes:

Pattern   Number of programmes

Semester

Trimester

Annual   19

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.

> Syllabus is prepared and revised by the affiliated university

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

> Honours in two new departments; Physics and Mathematics introduced.
>
> Introduction of UGC Sponsored Merged Scheme

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
58	18	10		10(CWTT) 20 (PTT)

2.2 No. of permanent faculty with Ph.D.

14

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
1	23							1	23

2.4 No. of Guest and Visiting faculty and Temporary faculty   15   02   –

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	06	07
Presented papers	01	03	04
Resource Persons	–	01	01

2.6	Innovative processes adopted by the institution in Teaching and Learning:	Power point presentation, audio visual teaching, group study method.
2.7	Total No. of actual teaching days during this academic year	195
2.8	Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book	Photocopying of question papers and award lists.

Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)	

2.9 No. of faculty members involved in curriculum
      restructuring/revision/syllabus development

BOS - 06

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise
     distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA (Hons)	220		3.32%	89.57%		95.91%
BSc(Hons)	49		10.20%	71.43%		89.80%
B.Com(Hons)	29		3.45%	72.41%		93.10%

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

- IQAC holds regular meetings with the departments where the feedback of both students and teachers regarding the teaching learning process are analysed.
- The results of the students are analysed by the departments and are placed before the IAQC for suggestions of improvement.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	03
UGC – Faculty Improvement Programme	01
HRD programmes	–
Orientation programmes	01
Faculty exch.ange programme	–
Staff training conducted by the university	–
Staff training conducted by other institutions	–
Summer / Winter schools, Workshops, etc.	01
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	06	----	----
Technical Staff	08	----	----	----

Criterion – III

3. Research, Consultancy and Extension

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

- IQAC encourages the faculty members to apply for minor and major research projects funded by UGC and other funding agencies.
- At present 2 minor projects of Rs. 2.7 Lakhs are running successfully.
- IQAC encourages students to become involved in research work along with teachers.

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	02	–	03
Outlay in Rs. Lakhs	3.27	2.7	–	3.27

3.4   Details on research publications

	International	National	Others
Peer Review Journals	03	07	05
Non-Peer Review Journals	10	02	14
e-Journals	--	--	--
Conference proceedings	02	--	06

3.5 Details on Impact factor of publications:

Range 1.24   Average 0.91   h-index [ ]   Nos. in SCOPUS [ ]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organizations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major Projects	--	--	--	--
Minor Projects	2009-11	UGC	5.80 lakhs	4.5 lakhs
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects *(other than compulsory by the University)*	--	--	--	--
Any other(Specify)	--	--	--	--
Total				

3.7 No. of books published   i) With ISBN No.   30   Chapters in Edited Books   13

ii) Without ISBN No.   35

3.8 No. of University Departments receiving funds from: **NA**

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   [Nil]

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	06
Sponsoring agencies	-	-	-	-	College

3.12 No. of faculty served as experts, chairpersons or resource persons   [04]

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 [4.5 (UGC)]   From Management of University/College [ ]

Total [4.5 lakhs]

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	
	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)

JRF ☐   SRF ☐   Project Fellows ☐   Any other ☐

3.21 No. of students Participated in NSS events:

University level 50   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 03

NCC ☐   NSS 02   Any other 01

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

- Department of Political Science donated food, books and stationeries to 20 malnourished girl children looked after by Mrs. Kanta Chakraborty (a primary school teacher whose efforts have been felicitated by West Bengal State Women's Commission).

- Free of cost Thalassemia screening and Blood Donation camp.

- Free coaching to local financially poor needy students.

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	128.50 cottah	-	-	128.50 cottah
Class rooms	18	02	College	20
Laboratories	10	02	College	12
Seminar Halls	06	-	College	06
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	02	College	02
Value of the equipment purchased during the year (Rs. in Lakhs)	-	6.60	College	6.60
Others				

4.2 Computerization of administration and library

> Office, accounts and administration are computerized. Library is partially computerized.

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20145	Rs. 13, 09425	602	Rs.1,16,389	20747	Rs. 14, 25814
Reference Books	8634	Rs. 10,36080	211	Rs. 49881	8845	Rs. 10,85961
e-Books	-					
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	36	01	Yes (Limited)	01	01	01	29	02
Added	03	-	-	-	-	03	--	--
Total	39	01	Yes (Limited)	01	01	04	29	02

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

Compulsory Computer Literacy Programme to students by WEBEL IFORMATICS LTD.

Computer training and soft skill development is provided to both teaching and non-teaching by WEBEL for technology upgradation

4.6 Amount spent on maintenance in lakhs :	
i) ICT	0.25
ii) Campus Infrastructure and facilities	1.35
iii) Equipments	0.06
iv) Others	0.04
Total :	1.7

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services
• Through prospectus and website the students are made aware of the various support services available • Notices on concessions, stipends are put up on the Students' Notice Board and circulated in the classrooms
5.2 Efforts made by the institution for tracking the progression
• Regular assessments and evaluation process • Identifying the slow learners through regular assessments and offering them special tutorial classes and remedial coaching for improvement • The Result Sub committee compiles the results of various internal examinations and charts the progress of each department through graphical representations.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3501			

	No	%
Men	1968	56
Women	1533	44

(b) No. of students outside the state

(c) No. of international students

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2803	452	18	57		3330	2948	482	12	59	-	3501

Demand ratio :	3.89:1
Dropout %	3.41%

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

> Entry in Services under UGC sponsored Merged Scheme where economically backward students, students belonging to SC/ST category, ex students and needy students of the locality are provided free coaching for appearing in the competitive examinations.

No. of students beneficiaries	74

5.5 No. of students qualified in these examinations

NET [ ] SET/SLET [ ] GATE [ ] CAT [ ]

IAS/IPS etc [ ] State PSC [1] UPSC [ ] Others [14]

5.6 Details of student counselling and career guidance

> Career Counselling and Soft Skill Development Cell under UGC Merged Scheme offers counseling to the students on their future prospects and the market viability regarding the course of study. Regular seminars, workshops and special training programmes, like Communicative English Course and Stress Management Wworkshop.

No. of students benefitted	177

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

5.8 Details of gender sensitization programmes
Dept. of Sociology organized a field study on dowry system and bride burning among the slum dwellers of the locality

5.9 Students Activities

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

State/ University level   [14]   National level   [   ]   International level   [   ]

   No. of students participated in cultural events

State/ University level   [25]   National level   [03]   International level   [   ]

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

Sports : State/ University level   [10]   National level   [   ]   International level   [   ]

Cultural: State/ University level   [   ]   National level   [   ]   International level   [   ]

5.10 Scholarships and Financial Support

	Number of Students	Amount (Rs)
Financial support from institution	470	1,94,900
Financial support from government	367	8,19,370
Financial support from other sources	69	1,86,008

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   [3]

5.13 Major grievances of students (if any) redressed: No major grievances have been reported

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The vision of the college is enshrined in our emblem which upholds the values of 'Knowledge', 'Perseverance' and 'Empowerment'. Our motto is to impart knowledge as well as to inculcate in the students the quality of perseverance that will finally empower them and make them responsible citizens of our country.

Our Mission is to educate the young generation keeping in mind both the utilitarian scope of education and to ensure a holistic development of the mind and soul through proper assimilation of knowledge. The prime objective of the institution is to enlighten the first generation learners and offer them a firm foothold in the society.

6.2 Does the Institution has a management Information System

The college has a collective Management Information System.

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

6.3.1   Curriculum Development
• Regular meeting of IQAC with departments.
• Faculties who are members of Board of Studies participate in a syllabus-framing and effective planning of the curriculum.
• Feedback from students.
• Interaction with guardians.
• Feedback from Alumni.

6.3.2   Teaching and Learning
• Preparation of academic calendar.
• Modular distribution of syllabus as per the availability of faculty, space and time.
• Organizing seminars, conferences and special lectures.
• Educational field trips and project works.
• Encouraging use of audio-visual media, power point presentations while teaching.
• Encouraging group study method among students.

6.3.3 Examination and Evaluation	• Class test, unit-tests, Mid-term tests, Selection tests. • Internal evaluation and suggestions thereafter offered to the students for better performance.
6.3.4 Research and Development	• Promotion of research culture among the faculties by IQAC. • Availing of UGC Minor research projects. • Upgradation of laboratories. • Encouraging student projects and assignments.
6.3.5 Library, ICT and physical infrastructure / instrumentation	• New text and reference books added to library. • Partial computerization of library. • New air-conditioned lab for department of Computer Science. • New air-conditioned editing-room for department of Journalism and Mass communication. • First floor of Women's hostel building constructed. • Two new pollution-free generators of capacity 30 KVA and 20 KVA. • Two new class rooms constructed. • New instruments added to Physics laboratory.
6.3.6 Human Resource Management	• Ensuring ragging-free college campus • Bringing out the inner potential of each student and channelizing it in the right direction
6.3.7 Faculty and Staff recruitment	The West Bengal College Service Commission recommends candidates for appointment to substantive posts of the college as per the requisition of the college. The governing body appoints the teachers. However, the college directly appoints Contractual Whole Time teachers and Part-time teachers as well as Guest teachers as per the guidelines of Higher Education department, Govt. of West Bengal. Recruitment to non-teaching posts is done by college as per regulations framed by the state government.
6.3.8 Industry Interaction / Collaboration	The college does not yet have any collaboration with any industry. However students of ASPV department of our college visit industry as per need of their project work.
6.3.9 Admission of Students	Students are admitted to the college on basis of merit as per rules and regulations of the West Bengal State University.

6.4 Welfare schemes for

Teaching	
Non teaching	Hariprasad DasMemorial Fund for the wards of non-teaching staff studying in the college
Students	• Students' Health Home • Students'Safety Insurance Scheme • Concessions and stipends, • Academic counselling • UGC Merged Scheme (Entry in Services, Career Counselling and Soft Skill Development, Remedial Coaching, Equal Opportunity Cell)

6.5 Total corpus fund generated	NA

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	IQAC
Administrative	No		Yes	IQAC

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?

NA

6.10	What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?	• NA
6.11	Activities and support from the Alumni Association	• The Alumni Association is integrally related to the college. • Through the Alumni Bulletin, the members of the alumni put up various information regarding competitive examinations, job opportunities etc.
6.12	Activities and support from the Parent – Teacher Association	• The college does not have any Parent-teacher association as such. However, every year the departments organize a Parent-Teacher meeting where issues like curriculum development and teaching-learning process are discussed and their views are sought and their feedback is finally analyzed by the department.
6.13	Development programmes for support staff	• Computer training for library and office staff.
6.14	Initiatives taken by the institution to make the campus eco-friendly	• Students are sensitized to protect the environment by taking part in 'Clean-your-Campus' drive.

			- They are encouraged to use bio-degradable materials. - Tree plantation programs are organized regularly by the NSS unit in cooperation with the Alumni association. - Students are encouraged to conserve water by closing taps when not in use. - Students are encouraged to switch off lights and fans when not in use.

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.

- Introduction of UGC Merged scheme (Remedial Coaching, Entry in Services, Career counselling and Soft skills development, Equal Opportunity Cell).
- Introduction of honours course in Physics and Mathematics.
- A new air-conditioned laboratory and a new air-conditioned editing-room added to the departments of Computer Science and Journalism and Mass Communication respectively.

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

Plan of Action	Achievements
Introduction of new courses	Introduction of honours courses in Physics and Mathematics.
Introduction of AC laboratories	One in Computer Science department.
Expansion of infrastructure	Updated our laboratories with necessary equipments and computers. "Assistance booth" has been opened in association with self help and self employment group, Government of West Bengal. New classrooms added and existing laboratories remodeled as per the need of the students and demand of the subjects. Construction of the first floor of women's hostel.

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

> - UGC Merged Scheme (Entry in Services, Career Counselling and Soft Skill Development, Remedial Coaching, Equal Opportunity Cell)
> - Compulsory Computer Literacy Programme by WEBEL

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

7.4 Contribution to environmental awareness / protection

> The college through NSS programmes generates awareness on protecting environment for the benefit of the people of the locality, our students, as well as the society. Programmes include Clean-your-Campus drive, tree plantation, rejecting use of plastics in any form etc., use of LPG instead of carbon fuels in Chemistry laboratory and canteen. A field work organized by the bio-science departments to Digha to study the effect of pollution on the local marine life.

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:
- The college always tries to imbibe holistic attitude for the development of our students with its limited resources.
- Our dedicated faculty regularly interacts with the students to ensure their search for knowledge to make them responsible future citizens of our country.
- The very active NSS unit of the college regularly organizes various social awareness programmes such as health and environment protection for the benefit of the society. Some noteworthy programmes organized by them include Blood donation and Free Thalassemia screening camp for the students, sapling plantation program, special lectures promoting value education and self-development among the students.
- Efficient administrative machineries for the benefit of our first generation learners, fulfilling their teaching learning desire for their improvement.
- College provides different kinds of financial assistance to poor and needy students like fee concession, Students' aid fund, and additional library facilities.

Weakness
- Majority of the students hail from economically backward sections of the society. They cannot afford our education system with their limited resources academically and financially.
- The socio-economic background of majority of our students is responsible for poor communication skills in English.
- Insufficient number of faculty in some of the departments as per need of the students.
- Students from the underprivileged sections generally lack in nutrition. This results in low physical fitness and mental awareness.
- A large number of our students work for their families beyond college hours to supplement their family income. Therefore, they lack sufficient time for home study.
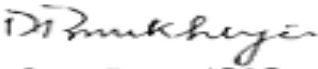

Challenges:
- Students from rural areas have to compete with students from colleges located in urban areas
- Teaching communication in English to students who come primarily from lower middle class section of the society and who are mostly first generation learners
- Departments constantly cope with the insufficient number of teachers and supporting staff
- Time frame allotted for completing part III syllabus is short

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

- Introducing UG Honours in Bio-Science subjects
- Expanding space for laboratories
- Upgradation of library
- Planning to increase ICT facility

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

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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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