

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)

2014-15

I. 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 25139100/ 033 25393825

Name of the Head of the Institution:

Dr. Apurba Bandyopadhyay

Tel. No. with STD Code:

033 25139100

Mobile:

+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. MHC0GN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

EC/35/202 dated 28.02.2005

(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)

1.5 Website address:

www.mdmbirati.org

Web-link of the AQAR:

<http://www.mdmbirati.org/AQAR> 2014-15

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

1.6 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|------------------|-----------------------|-----------------|
| 1 | 1 st Cycle | B++ | 83.75 out of 100 | 2005 | 5 years |
| 2 | 2 nd Cycle | | | | |
| 3 | 3 rd Cycle | | | | |
| 4 | 4 th 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_2011-12 submitted to NAAC on (16/11/2015)
- ii. AQAR_2012-13 submitted to NAAC on (16/11/2015)
- iii. AQAR_2013-14 submitted to NAAC on (16/11/2015)
- iv. AQAR_2014-15 submitted to NAAC on (16/11/2015)

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 I (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

08

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

00

2.8 No. of other External Experts

01

2.9 Total No. of members

16

2.10 No. of IQAC meetings held

05

2.11 No. of meetings with various stakeholders: No.

08

Faculty

04

Non-Teaching Staff Students

02

Alumni

01

Others

01

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Assistance in promoting 7 teachers under CAS.
- Active encouragement and guidance to teachers for submitting proposals to UGC for Minor Research Projects and 5 teachers have already been granted the same
- Facilitating the introduction of PG in Bengali
- Assistance in planning and programming of academic expansion in the new campus at Fatullapur, for example, planning to introduce 3 and 5 year LLB Degree Course, B.Voc in Retail Management, Diploma in Pathology, Diploma in Physiotherapy, Diploma in Travel and Tourism, 3 year Degree Course in Travel and Tourism. The IQAC guided the college authority for introduction of these courses and the college has already sent necessary application and documents to the UGC and the Higher Education Department, Government of West Bengal, for necessary approval
- Assisting the Academic Sub Committee/ Routine Committee for the optimal use of available space and proper distribution of time schedule for optimum use of faculty and available time.

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 | PG in Bengali started from the academic session 2014-15. Proposal for introduction of Honours course in Chemistry has been approved by the Higher Education Council, Government of West Bengal and West Bengal State University, and the course has started in the academic session 2015-16. |
| Introduction of e-classroom | 2 e-classrooms have been set up. |
| Digitisation of the library | OPAC has been installed. EPW and other journals are available online. |
| Preparing Central Routine | Uniform distribution of classes among teachers by justify workloads as per University norms. |
| Formative and Summative Evaluation | Progress of students is estimated through class tests, mid-term test and selection tests. |

* Attach the Academic Calendar of the year as Annexure.[See Annexure (i)]

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 AQAR was placed before the Governing Body and its approval was received in the meeting dated 17.09.2015

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 | -- | -- | 01(Bengali) | -- |
| UG | 19 | 01(Hons.in Chemistry) | 01 | 03 |
| PG Diploma | -- | -- | -- | -- |
| Advanced Diploma | -- | -- | -- | -- |
| Diploma | -- | -- | -- | -- |
| Certificate | 01 | -- | -- | -- |
| Others | -- | -- | -- | -- |
| Total | 20 | 01 | 02 | 03 |

| | | | | |
|-------------------|----|----|----|----|
| Interdisciplinary | -- | -- | -- | -- |
| Innovative | -- | -- | -- | -- |

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

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | 01 |
| Trimester | -- |
| Annual | 21 |

- 1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects) [See Annexure (ii), (iii) & (iv)]

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.

The revision of the syllabi is done by the affiliating university, West Bengal State

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

PG was opened in Bengali and Chemistry Honours was introduced.

Criterion – II

2. Teaching, Learning and Evaluation

| | | | | | |
|------------------------------------|-------|------------------|----------------------|------------|-----------------------|
| 2.1 Total No. of permanent faculty | Total | Asst. Professors | Associate Professors | Professors | Others |
| | 60 | 18 | 15+1 | -- | 10(CWTT) + 16(PTT) |

2.2 No. of permanent faculty with Ph.D. 24

| | | | | | | | | | | |
|---|------------------|----|----------------------|---|------------|---|--------|---|-------|----|
| 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 |
| | 2 | 17 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 17 |

2.4 No. of Guest and Visiting faculty and Temporary faculty 22 06 --

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 06 | 05 | 05 |
| Presented | 03 | 07 | 12 |
| Resource Persons | 00 | 00 | 00 |

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

E classroom teaching introduced, Audio visual teaching methods, use of simulators, extension lectures by distinguished academicians.

2.7 Total No. of actual teaching days during this academic year 180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) Computerised question paper setting, printing, publication of results.

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

2.10 Average percentage of attendance of students 78%

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) | 209 | | 1.27% | 84.18% | | 75.60% |
| BSc(Hons) | 50 | | 6.0% | 56.0% | | 62.0% |
| BCom(Hons) | 07 | | 14.29% | 28.57% | | 42.86% |

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

- IQAC holds several meetings with different faculties on teaching learning and evaluation processes.
- IQAC interacts with the departments on a constant and continual basis to monitor the implementation of its proposals and receives feedback on the outcome.

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|---|-------------------------------------|
| Refresher courses | 03 |
| UGC – Faculty Improvement Programme | 00 |
| HRD programmes | 00 |
| Orientation programmes | 01 |
| Faculty exchange programme | 00 |
| Staff training conducted by the university | 00 |

| | |
|--|----|
| Staff training conducted by other institutions | 00 |
| Summer / Winter schools, Workshops, etc. | 04 |
| Others | 00 |

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 | 10 | 08 | ---- | ----- |
| Technical Staff | 08 | --- | ---- | ----- |

Criterion – III

3. Research, Consultancy and Extension

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

- Science Forum and Humanities and Social Science Forum were initiated to motivate an environment of research
- The proceedings of the UGC sponsored National Conference on Biodiversity were published as a book with ISBN number
- IQAC encourages students to take up various research projects on sociological issues
- The PG Department in Bengali had taken up a project on people who make a living by manufacturing and processing ‘Khejur Ras’(Juice of Dates).

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 | — | — | 05 | — |
| Outlay in Rs. Lakhs | — | — | 15.5 | — |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | 01 | 04 | 01 |
| Non-Peer Review Journals | 01 | 04 | 12 |
| e-Journals | 01 | 03 | 05 |
| Conference proceedings | 01 | 13 | 04 |

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 | Feb 2015-Feb 2017 | UGC | 3.3 | 2.65 |
| Interdisciplinary Projects | — | — | — | — |
| Industry sponsored | — | — | — | — |
| Projects sponsored by the University/ College | — | — | — | — |
| Students research projects (<i>other than compulsory by the University</i>) | — | — | — | — |
| Any other(Specify) | — | — | — | — |
| Total | — | — | — | — |

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

ii) Without ISBN No.

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

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

| Level | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|---------|
| Number | | | | | 15 |
| Sponsoring agencies | | | | | College |

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 : 2.65

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 |
|-------|---------------|----------|-------|------------|------|---------|
| 03 | | 02 | 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 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

- A Young Talent Search programme entitled 'Green Environment' involving Secondary and Higher Secondary students of the local schools was held on 20 September, 2014.
- Department of Journalism and Mass Communication prepared a documentary on the physically challenged children
- Teachers and students visited Old Age Home and Eye Hospital
- Free coaching for the poor and needy students of the locality

- An awareness programme, entitled, “ Fight Breast Cancer: Don’t Fear It” was made by the Women’s Cell to reach out to the women of the locality
- Free Thalassemia screening and Blood Donation camp
- Plantation of trees by the members of the Alumni Association

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 | 128.5 | 112 | Govt of West Bengal | 240.5 cottahs |
| Class rooms | 24 | 06 | College | 30 |
| Laboratories | 14 | 04 | College | 18 |
| Seminar Halls | 06 | | | 06 |
| No. of important equipments purchased (\geq 1-0 lakh) during the current year. | 03 | | College | 03 |
| Value of the equipment purchased during the year (Rs. in Lakhs) | 9.6 | | College | 9.6 |
| Others (E classroom) | | 02 | MPLAD | |

4.2 Computerization of administration and library

Office administration, accounts and library are fully computerized.

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------|----------|--------------|-------------|-----------|--------|--------------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 22,172 | Rs.16,78,674 | 700 | Rs.90,298 | 22,872 | Rs.17,68,972 |
| Reference Books | 9,381 | Rs.12,05,787 | 194 | Rs.48,622 | 9,575 | Rs.12,54,409 |
| 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 | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|-----------------------|
| Existing | 66 | 02 | Wi-Fi | All | 01 | 07 | 35 | 02 |
| Added | 02 | -- | Wi-Fi | All | --- | -- | 07 | 1 + 2(eclassrooms) |
| Total | 68 | 02 | Wi-Fi | All | 01 | 07 | 42 | 3+2(eclass rooms) |

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

- Compulsory computer training to students given by WEBEL.
- Training on Quantum GIS given to teachers by OPSIS System Pvt. Ltd.
- Computer training and soft skill development is provided to both teaching and non-teaching faculty in collaboration with WEBEL Informatics Ltd.

4.6 Amount spent on maintenance in lakhs :

| | |
|--|-------------|
| i) ICT | 1,12 |
| ii) Campus Infrastructure and facilities | 4.91 |
| iii) Equipments | 0.42 |
| iv) Others | 0.07 |
| Total : | 6.52 |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The college offers student support services like UGC Merged scheme - Entry in services, Career Counselling and soft skills development, Remedial coaching, Equal Opportunity cell.
- The students are made aware of the various support services through the college prospectus and website.
- Information regarding these services are properly disseminated among the students through notices, verbal reminders etc.
- Notices about fee concessions, stipends, are displayed on the student notice boards and circulated in the class rooms.

5.2 Efforts made by the institution for tracking the progression

- Identifying the slow learners through regular assessments and college tests.
- Remedial coaching and Tutorial classes for slow learners.
- The result subcommittee compiles the results of internal examinations and analyses the progress of each department through graphical tools.

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|------|----|--------|--------|
| 3363 | | | |

(b) No. of students outside the state

(c) No. of international students

| No | % |
|------|----|
| 1715 | 51 |

Men

| No | % |
|------|----|
| 1648 | 49 |

Women

| Last Year | | | | | | This Year | | | | | |
|-----------|---------|----|---------|--------------------------|-------|-----------|---------|----|---------|--------------------------|-------|
| General | SC | ST | OB C | Physically Challenged | Total | General | SC | ST | OB C | Physically Challenged | Total |
| 2801 | 67 1 | 10 | 110 | 00 | 3592 | 2460 | 73 3 | 12 | 158 | 00 | 3363 |

Demand ratio 4.42:1

Dropout % 12 (approx.)

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

Entry in Services cell under UGC Merged scheme provides free of cost coaching for competitive examinations to economically backward students, SC/ST students, ex-students and to needy students from locality.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Career counseling and soft skill development cell under UGC sponsored 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, Self defense for women, Career awareness programme are organized by this cell.

No. of students benefitted

5.7 Details of campus placement

| <i>On campus</i> | | | <i>Off Campus</i> |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 01 | 60 | | 25 |

5.8 Details of gender sensitization programmes

- Special Lecture programme organized by the department of Philosophy on “Feminist Philosophy: Opening the Pandora’s box”.
- The VISHAKHA cell of the college distributed hand-outs regarding the utility of the cell and discussed the VISHAKHA guidelines to create awareness among the female teachers and female non-teaching members of the college.
- Special lecture by Dr. Suman Chakraborty on “Comparison of nutritional status of male and female children of RAVA tribal community of North Bengal”.
- Awareness programme entitled ‘Fight Breast Cancer – Don’t Fear It’ organised by the Women’s Cell.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

| | Number of Students | Amount |
|--|--------------------|-----------|
| Financial support from institution | 312 | 1,66,765 |
| Financial support from government | 514 | 20,76,768 |
| Financial support from other sources | 146 | 2,94,480 |
| Number of students who received International/ National recognitions | | |

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level 01 National level International level

5.12 No. of social initiatives undertaken by the students 6

5.13 Major grievances of students (if any) redressed: No major grievances 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 whereby they get an opportunity to place themselves as eligible competitors in the arena of emerging national and global challenges.

6.2 Does the Institution have a management Information System

Yes, the college has a computerized data-base of financial information for producing regular reports, accessible to the stakeholders

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 and modular distribution of syllabus
- Digitisation of the library
- Greater focus on ICT based learning with the added feature of 2 e Learning classrooms
- Special coaching facilities for various career oriented examinations through UGC sponsored Merged Scheme
- Remedial coaching and tutorials for slow learners

6.3.3 Examination and Evaluation

- Regular class tests, Unit Tests, Mid term and Test examinations are held by the college
- The teachers evaluate the performance of the students and submit the marks within 7 days of the examination
- The scripts of the Honours students are shown to them and their mistakes are pointed out
- The Result Committee prepares the result which is duly displayed on the notice board of the college
- University examinations are held in the college as per the schedule prescribed by the affiliating University, WBSU
- In case a student of the college is dissatisfied with the University result. he/she can take help of the RTI Cell of the

6.3.4 Research and Development

- Five teachers received UGC grant for Minor Research Project.
- Dr. Debashis Mallick, Assistant Professor, Dept of Chemistry has been selected by the IASc-INSA-NASI (Science Academies) for Summer Research Fellowship-2015.
- Dr. Subrata Roychowdhury, Associate Professor, Dept. of Bengali received two recognitions, from “Aharnish Patrika” and “Nagorer Katha”, for his contribution as academician and poet.
- Upgradation of laboratories.
- Publication of the research oriented Annual Journal of the teachers and the Conference Proceedings of the UGC sponsored national seminar (“Biodiversity: Interrelationship between Flora, Fauna and Human”) with the prestigious ISBN.
- Introduction of the Science Forum and Humanities and Social Science Forum to encourage the atmosphere among teachers
- Inculcating the spirit of research among students by giving them project works and various other assignments.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- OPAC has been installed in the library
- EPW and other journals are available online
- New text and reference books are added to the library
- 2 e classrooms have been set up
- Auditorium is on the verge of completion
- 112 Cottahs of land in Fatullapur have been added to our existing infrastructure for expansion of the college

6.3.6 Human Resource Management

- Ensuring a student friendly and ragging-free campus.
- Cultivating ethics and moral values in the students.
- Sensitizing the learners towards importance of clean and green environment through programmes like sapling plantation, Clean your campus drive, etc.
- Counselling students on how to identify and manage their stress (personal or academic) through workshops like “Stress in Youth”.

6.3.7 Faculty and Staff recruitment

College sends requisition to College Service Commission for vacant substantive posts. Teachers are recommended by the College Service Commission and the Governing Body of the college appoints the teachers in the substantive posts.

Contractual and Part time teachers are appointed as per rules laid down by the Higher Education Department, Government of West Bengal.

Non teaching staffs are appointed as per the regulations framed by the State Government.

6.3.8 Industry Interaction / Collaboration

The college does not yet have any collaboration with the industry, However, the students of the ASPV department of our college interact with industries as per the needs of their project work.

6.3.9 Admission of Students

- Admission is done online as per the guidelines of West Bengal State University.
- Admission is done purely on the basis of merit.
- Norms are followed meticulously to ensure a free, fair and transparent admission process.

6.4 Welfare schemes for

| | |
|--------------|---|
| Teaching | |
| Non teaching | Hariprasad Das Memorial Fund for the wards of non-teaching employees studying in the college. |
| Students | <ul style="list-style-type: none">• UGC-Merged scheme (Entry in services, Career counseling and soft skills development, Remedial coaching, Equal Opportunity Cell).• Student's Health Home• Student's Safety Insurance scheme• Concession schemes.• Scholarship and Stipend.• Academic Counselling. |

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 | SAAC | Yes | Academic Audit Committee |
| Administrative | Yes | ●SAAC ●Auditor appointed by DPI | Yes | Committees formed by Governing Body |

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?

6.11 Activities and support from the Alumni Association

- The Alumni Association of the college in collaboration with the Student's Union of the college and the NSS wing organized a Blood Donation and free Thalassemia screening camp.
- The Alumni association take up the tree plantation programme on a regular basis.
- The members of the Alumni put up various information regarding competitive examinations, job opportunities, etc. on the Alumni Bulletin.
- The Alumni association plays an active part in the Saraswati puja organized by the Student's Union of the college.
- The ex-students of the departments of History and Bengali organized a get-together programme. A nostalgic talk on "My College life: a preparation for the life beyond" was the event highlight.
- Similarly, old classmates of Bengali department came together for a reunion cum cultural programme.

6.12 Activities and support from the Parent – Teacher Association

The departments organize Parents-Teachers meeting where issues like curriculum development and teaching-learning process are discussed. Feedback from parents is finally analyzed by the department concerned. Members of IQAC remain present in such meetings.

6.13 Development programmes for support staff

Computer training programme offered to library and office staff.

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

- Fluorescent tube lights are being replaced by CFL bulbs.
- Students are sensitized to protect the environment by taking part in 'Clean your Campus' drive.
- Tree plantation programmes are organized by the NSS unit in cooperation with the Alumni association and Student's Union.
- Students are encouraged to use bio-degradable materials within the campus.
- Use of LPG gas in canteen and Chemistry laboratory.
- Students are directed to conserve drinking water and switch off lights and fans when not in use.
- Decision to install solar panels in the second campus at Fatullapur has been made.

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.

- Setting up of two e-classrooms.
- Opening of Science Forum and Liberal Arts forum.
- Introduction of PG in Bengali.
- Approval for introducing Honours in Chemistry received.
- OPAC installed in the library.
- EPW and other journals are available online.

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 | PG in Bengali started from the academic session 2014-15 Proposal for introduction of Honours in Chemistry is sent and approved by the Higher Education Council, Government of West Bengal and West Bengal State University, and the course has already been started in the academic session 2015-16. |
| Introduction of e-classroom | 2 e-classrooms have been set up |
| Digitisation of the library | OPAC has been installed EPW and other journals are available online |
| Expansion of infrastructure | New campus of 112 cottahs at Fatullapur New classrooms added and existing laboratories remodeled as per the need of the students and demand of the subjects Completion of auditorium Remodelling of the playground for the introduction of cricket pitch, basketball court and football ground |

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

- To promote health awareness among women, the Women’s Cell of the college made a campaign, offered counseling, and distributed pamphlets to the local women of Birati, coming from all sections of the society, entitled “Breast Cancer: Don’t Fear It” on 27.02.2015.
- As part of the environmental protection and conservation, the NSS unit of our college organized a Young Talent Search Programme on “Green Environment and Our Life” involving the local secondary and higher secondary school students on 20 September 2014.

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

7.4 Contribution to environmental awareness / protection

- Tree plantation in our college campus at regular intervals.
- Young Talent Search Programme on “Green Environment and Our Life” involving local secondary and higher secondary school students on 20 September 2014.
- Cleaning of college campus by NSS on 19 December 2014
- Academy award winning film, “An Inconvenient Truth” based on ecological degradation and modes of conservation was screened on 14 November 2014
- A field work organized by the bio-science departments to Bakkhali sea beach and Henry’s island to study the effect of rising human population on the density of the crab population.

7.5 Whether environmental audit was conducted? Yes No

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

STRENGTH:

- Our college offers Honours and General Courses in the UG level in as many as 20 subjects and PG course in Bengali, thus catering to the diverse academic choices of the students.
- A strong focus on quality teaching with the help of modern teaching aids.
- Cultural inclinations appreciated and promoted.
- Regular Faculty meetings for better monitoring of the students.
- We have an active NSS cell which regularly organizes various social awareness programme such as health and environment protection for the benefit of locality. some important programme organized by them include blood donation, thalassemia screening for our students, plantation of saplings in our college campus, organizing seminars and special lectures promoting value education and self development.
- We have very efficient administrative machinery for the benefit of our first generation learners fulfilling their teaching learning desire for their improvement.
- College provides different types of financial assistance to needy students by offering fee concession, student’s aid fund and additional library facility.

WEAKNESS

- Majority of our students come from economically poor sections of the society. They cannot afford our education system with the limited resources academically and financially.
- The socio economic background of our students admitted in the college is responsible for poor communication skills in English.
- We don't have sufficient number of faculty in some department as per need of the student.
- Most of the students admitted in our college are generally lack in nutrition which results in low physical and mental fitness.
- A large number of our students work for their families beyond college hours.

OPPORTUNITY:

- The main objective of the college is to fulfil the desire of the locality as well as society at large.
- Our present governing body feels it necessary to introduce new courses for UG and PG level as well as in Vocational stream to make teaching learning process affordable and student friendly.
- We have a number of rich humanities courses but we need to develop more science streams at both general and honours level so that scientific desire and aspirations of our students can be satisfied for the benefit of their family and the society at large.

CHALLENGE:

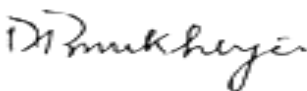
- Students from rural areas have to compete with students from colleges located in urban areas
- Teaching communication in English to students who come primarily from a lower-middle class section of the society and who are mostly first generation learners.
- Departments consistently cope with insufficient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


8. Plans of institution for next year

- To complete NAAC accreditation.
- Encouraging departments to apply for UGC sponsored State/National level Seminars/Conferences/Workshops.
- To NLIST INFLIBNET Programme in the library.
- Constructing buildings in the Fatullapur campus as per building sanction plan for the beginning of new courses.
- Planning a wide range of community welfare services, like organizing a workshop with the Self Help Groups on bee-hiving in the newly acquired second campus of Fatullapur.
- Signing MOUs with other organizations.

Name **Dhurjati Prasad Mukherjee**

Name **Dr. Apurba Bandopadhyay**


Co-ordinator, IQAC
Mrinalini Datta Mahavidyapith
Birati, Kolkata-51


PRINCIPAL
Mrinalini Datta Mahavidyapith
Uttar Dum Dum, Birati, Kol-51

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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 |

ACADEMIC CALENDAR
[Annexure – (i)]

SESSION-2014-15

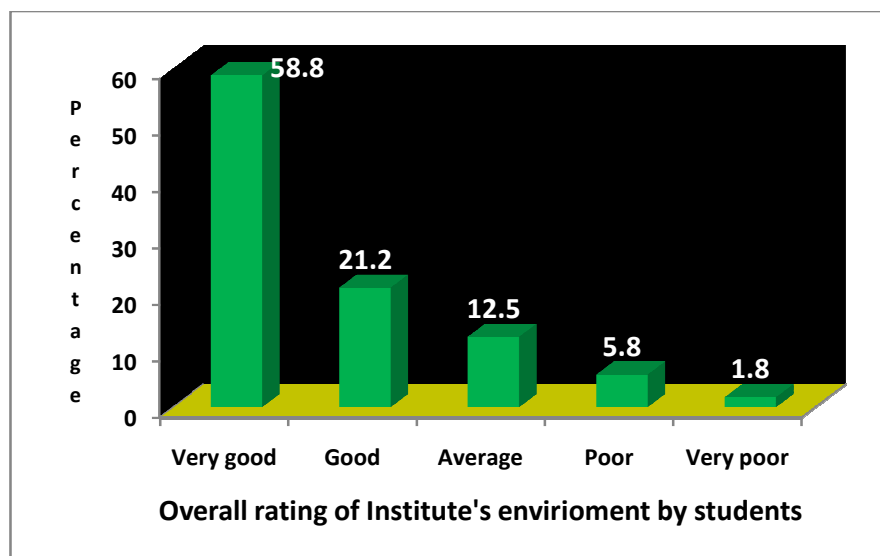
| <i>Sl.No.</i> | <i>Programme</i> | <i>Tentative Schedule</i> | <i>Important Points to Note</i> |
|---------------|---|---|---|
| 1 | Admission for 1st Year students | <ul style="list-style-type: none"> 2nd week of June to 4th week of June | <ul style="list-style-type: none"> Details are available in Prospectus & the website of the College: www.mdmbirati.org W.B.S.U.norms are available For General Course: Admission on first-cum first serve basis as per vacancy settled by W.B.S.U. For Honours Course: Admission is allowed strictly as per the notified criteria settled by the Admission Sub-committee. Students will receive their Identity Cards at the time of their enrolment |
| 2 | Provisional Admission for 2nd & 3rd Year students | <ul style="list-style-type: none"> Within one month after completion of respective Examination(July-Aug) | <ul style="list-style-type: none"> Students must bring one passport size photograph and photocopy of the Admit Card |
| 3 | Registration with West Bengal State University(for the 1st Year student) | <ul style="list-style-type: none"> Just after completion of admission process (3rd week of July to 4th week of July) | <ul style="list-style-type: none"> Unless the students register their names with the University ,they are not eligible to appear in the University examination even if they remain with the college |
| 4 | Teaching-learning activity (Phase-I) | <ul style="list-style-type: none"> July to Pre Puja vacation | <ul style="list-style-type: none"> 75% attendance is mandatory as per norms in WBSU Regular class tests for Honours students |
| 5 | Mid-term Examination | <ul style="list-style-type: none"> Just after Puja vacation | <ul style="list-style-type: none"> Guardians will be informed if the performance of the students are not satisfactory. |
| 6 | Teaching-learning activity (Phase-II) | <ul style="list-style-type: none"> Post Puja to Winter recess | <ul style="list-style-type: none"> Guardians Meet for adopting proper measures regarding attendance and poor performance of the students |
| 7 | Issue of Registration | <ul style="list-style-type: none"> 1st week of January | <ul style="list-style-type: none"> Registration certificates are prepared by WBSU will be issued from the college |
| 8 | Teaching-learning activity (Phase-III) | <ul style="list-style-type: none"> January to March | <ul style="list-style-type: none"> Remedial class will be arranged. |
| 9 | Test- Part -III Part- II Part- I | <ul style="list-style-type: none"> 2nd week of February 1st week of March 4th week of March | <ul style="list-style-type: none"> Candidates who cannot qualify in Test will not be allowed to fill in the forms for WBSU Examination No concession of Tuition fees will be allowed to the students with poor attendance & performance. |
| 10 | Form fill-up Part-III Part- II Part- I | <ul style="list-style-type: none"> 2nd week of March 1st week of April 3rd week of April | <ul style="list-style-type: none"> No students can fill in the forms beyond the last date as settled by WBSU |
| 11 | Issue of Admit Cards | <ul style="list-style-type: none"> 7 days before respective date of examination | <ul style="list-style-type: none"> Students must bring their College I.D. Card/Registration Certificate |
| 12 | WBSU Examination Part-III Part- II Part- I | <ul style="list-style-type: none"> 4th week of April-May June June-July | <ul style="list-style-type: none"> Details of W.B.S.U. Exam. Schedule will be displayed on the W.B.S.U. website |

(STUDENTS' FEEDBACK) [Annexure – (ii)]

Academic session 2014-15

Students' Feedback (major findings):

- i. About 80% of the students feel satisfied and ranked the overall college environment as “Very good and good”.
- ii. The percentage of satisfaction is more than 85% in case of academic environment.
- iii. In Science subjects, about 70% students expressed their views as “Very good and good” with regard to the timeliness of practical classes and laboratory facilities.
- iv. Majority of the students expressed their views as “Very good and good” for cooperation received from the Students' Union specifically in terms of financial aid and encouragement for joining extension programmes.
- v. Students, through their feedbacks, have voiced their demand for better canteen and toilet facilities, which is already in the process of improvement.



ALUMNI FEEDBACK [Annexure – (iii)]

Alumni Feedback (major findings):

The Institute has an Alumni Association, which plays a major role in the overall development of the college. Besides, every department has their individual alumni. The alumni organize regular meetings with specific agenda. Some of the major views and activities of the Alumni members are as follows-

1. A large number of Alumni members have expressed their willingness to take initiative in different kinds of academic and social activities for the all-round development of the Institute.
2. Some of the Alumni members have made proposals that they would like to extend financial support for financially poor but meritorious students of the college.
3. About 90% of the Alumni members feel that this Institute has great potentiality for teaching and research capabilities and opined that the library, laboratory and computer facilities of the college are ever expanding.
4. They expressed their views that the relationship between students, teachers and non-teaching staff is very cordial.
5. In the last Alumni meet of the Department of English, (10.07.2015) an alumni member has voluntarily proposed to offer private tuition to the needy, yet meritorious students of the departments, forgoing his remuneration.
6. Alumni members of the Institute have organized activities like blood donation, tree plantation, health awareness programmes on obesity, cancer etc. in collaboration with the college.
7. Alumni members are regularly invited in the various activities of the Science Forum.

PARENTS FEEDBACK (MAJOR FINDINGS) [(Annexure – (iv)]

Parents Feedback (Major findings)

The Institute has regular contact with the guardians of the students, one of its major stakeholders. Each department has organized a regular Parents-Teachers meeting and seek parents' feedback for overall development of the institute. Some of the major opinions are given below:

1. About 80% parents (of Honours students) have given their views as “Very Good” regarding the environment of the Institute.
2. Majority of the parents feel that the Institute is expanding its infrastructural facilities in a good pace.
3. Parents feel that teachers of the institute are very cooperative not only in serving their academic duties but also in encouraging their children to join various extension programmes taken up by the college.
4. Majority of the parents have praised the initiative of the college to organize such meetings because it provides them with a platform to express their views regarding the teaching-learning process followed by the department.

The parents have assured the college authority that they would take adequate care to ensure 75% students' attendance in class and would maintain regular contact with the faculties of the departments in connection to their ward's performance.