# 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

> **PINGLA THANA MAHAVIDYALAYA**

1.2 Address Line 1

> **PINGLA THANA MAHAVIDYALAYA**

Address Line 2

> **Vill. + P.O.-Maligram,**

City/Town

> **Dist.- Paschim Medinipur,**

State

> **West Bengal**

Pin Code

> **721140**

Institution e-mail address

> **pinglacollege@gmail.com**

Contact Nos.

> **Mob.- 9609214919**

Name of the Head of the Institution:

> **DR. SUKUMAR CHANDRA**

Tel. No. with STD Code:

> **03222-241224**

Mobile:

> **9434146813**

Name of the IQAC Co-ordinator:     **Dr. Jaydeb Bera**

Mobile:     **9674667740**

IQAC e-mail address:     **pinglacollege.iqac@gmail.com**

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*     **WBCOGN13252**

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(SC)/06/RAR/078     Date:May 01,2015**

1.5 Website address:     **http://www.pinglacollege.org**

Web-link of the AQAR:     **http://www.pinglacollege/upload/notice/Annual Quality Assurance Report 2016-17.pdf**

For ex. http://www.ladykeanecollege.edu.in/AQAR2013-14.doc

1.6 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-------|-------|------|----------------------|-----------------|
| 1 | 1st Cycle | **B++** | 81.20 | **2007** | **5 Years** |
| 2 | 2nd Cycle | **B** | 2.82 | **2015** | **5 Years** |
| 3 | 3rd Cycle | | | | |
| 4 | 4th Cycle | | | | |

1.7 Date of Establishment of IQAC :     DD/MM/YYYY     **26-05-2007**

**1.8 AQAR for the year** *(for example 2010-11)*     **2016-2017**

1.9 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 2012-13, submitted to NAAC on 30/05/2014**      (DD/MM/YYYY)
   ii. **AQAR 2013-14, submitted to NAAC on 06/09/2014**      (DD/MM/YYYY)
  iii. **AQAR 2014-15, submitted to NAAC on 08/06/2017**      (DD/MM/YYYY)
  iv. **AQAR 2015-16, submitted to NAAC on 01/09/2018**      (DD/MM/YYYY)

1.10 Institutional Status

University       State ☑   Central ☐   Deemed ☐   Private ☐

Affiliated College       Yes ☑    No ☐

Constituent College       Yes ☐    No ☑

Autonomous college of UGC       Yes ☐    No ☑

Regulatory Agency approved Institution     Yes ☐   No   ☑

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

Type of Institution    Co-education ☑   Men ☐   Women ☐

              Urban ☐   Rural ☑ Tribal ☐

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

              Grant-in-aid + Self Financing ☑ Totally Self-financing ☐

1.11 Type of Faculty/Programme

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

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

Others   (Specify)       .

1.12 Name of the Affiliating University *(for the Colleges)*    **Vidyasagar University (V.U.)**

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

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

University with Potential for Excellence    | -- |    UGC-CPE    | -- |

DST Star Scheme    | -- |    UGC-CE    | -- |

UGC-Special Assistance Programme    | -- |    DST-FIST    | -- |

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

UGC-COP Programmes    | -- |

## 2. IQAC Composition and Activities

2.1 No. of Teachers    | **6** |

2.2 No. of Administrative/Technical staff    | **1** |

2.3 No. of students    | **1** |

2.4 No. of Management representatives    | **2** |

2.5 No. of Alumni    | **1** |

2. 6  No. of any other stakeholder and

community representatives    | **0** |

2.7 No. of Employers/ Industrialists    | **0** |

2.8  No. of other External Experts    | **2** |

2.9 Total No. of members    | **13** |

2.10 No. of IQAC meetings held    **(2016-2017)**    | **05** |

2.11 No. of meetings with various stakeholders:　　　No.　| 10 |　Faculty | 05 |

　　　Non-Teaching Staff Students | 2 | Alumni | 2 | Others | 1 |

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. | **09** | International | - | National | **07** | State | **02** | Institution Level | - |

　　(ii) Themes | **Science and Society, Quality Enhancement** |

2.14 Significant Activities and contributions made by IQAC

- **Introduction of PG Course in Commerce**
- **Twelve faculties appointed**
- **Organising seminars and workshops**
- **Promoting research activities of faculty members.**
- **Special attention on maintaining academic standard.**

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 |
|---|---|
| • **Initiatives to appoint permanent faculty**<br>• **Meeting with different stakeholders**<br>• **To conduct seminars**<br>• **Emphasis on submission of research proposals to different bodies**<br>• **To encourage faculty members for participation in RC/OP** | • **Twelve faculties appointed**<br><br>• **Ten  meetings conducted**<br><br>• **Nine seminars organised**<br>• **Two Minor Research Projects sanctioned by UGC**<br><br>• **Six faculty members participated in these programmes** |

　　* *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

　　**Placed in the Governing Body for necessary advice and guidance.**

# 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** | **01** | **02** | -- |
| UG | **03** | -- | -- | -- |
| PG Diploma | -- | -- | -- | -- |
| Advanced Diploma | -- | -- | -- | -- |
| Diploma | -- | -- | -- | -- |
| Certificate | -- | -- | -- | -- |
| Others | -- | -- | -- | -- |
| **Total** | **04** | **01** | **02** | -- |

| 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 | 03 |

1.3 Feedback from stakeholders*    Alumni  1   Parents  1   Employers  -  Students  1
    *(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.

**Syllabi is revised and updated from time to time by Vidyasagar University**

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

**Post-Graduate in Commerce introduced this year**

# Criterion – II
## 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|---|---|---|---|---|
| **59** | **25** | **5** | **-** | **Librarian-1 GLI-1 Govt. Approved PTT-27** |

2.2 No. of permanent faculty with Ph.D.    **15**

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

| Assistant Professors | | Associate Professors | | Professors | | Others | | Total | |
|---|---|---|---|---|---|---|---|---|---|
| R | V | R | V | R | V | R | V | R | V |
| **12** | **06** | **-** | **-** | **-** | **-** | **-** | **-** | **12** | **06** |

2.4 No. of Guest and Visiting faculty and Temporary faculty    **6**    **2**    **5**

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|---|---|---|---|
| Attended | **6** | **28** | **6** |
| Presented papers | **7** | **40** | **8** |
| Resource Persons | - | **3** | **1** |

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

> - **ICT oriented teaching learning methods adopted.**

2.7 Total No. of actual teaching days during this academic year    **175**

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

> **Examination reforms are formulated by the University and the institution conducts the examination as per guidelines of the University.**

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development  workshop    **05**    -    -

2.10 Average percentage of attendance of students    **76%**

2.11 Course/Programme wise
distribution of pass percentage :

| Title of the Programme | Total no. of students appeared | Division | | | | |
|---|---|---|---|---|---|---|
| | | Distinction % | I % | II % | III % | Pass % |
| B.A. (Hons.) | **262** | - | **11.07** | **7.63** | - | **74.43** |
| B.A. (Gen.) | **158** | - | **0.63** | - | - | **95.57** |
| B.Sc. (Hons.) | **60** | - | **5.00** | **16.67** | - | **75.00** |
| B.Sc. (Gen.) | **10** | - | **40.00** | - | - | **60.00** |
| B.Com. (Hons.) | **10** | - | **10.00** | **20.00** | - | **90.00** |
| B.Com. (Gen.) | **-** | **-** | **-** | **-** | **-** | **-** |

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

- **Student feedback is honoured and attended properly.**
- **Marks of University examination (Final & internal assessment) are analysed and suggested for further developments.**

2.13 Initiatives undertaken towards faculty development

| Faculty / Staff Development Programmes | Number of faculty benefitted |
|---|---|
| Refresher courses | **4** |
| UGC – Faculty Improvement Programme | **2** |
| HRD programmes | **-** |
| Orientation programmes | **1** |
| Faculty exchange programme | **-** |
| Staff training conducted by the university | **-** |
| Staff training conducted by other institutions | **-** |
| Summer / Winter schools, Workshops, etc. | **1** |
| 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 | **4** | **4** | **NIL** | **14** |
| Technical Staff | **19** | **5** | **NIL** | **20** |

# Criterion – III

## 3. Research, Consultancy and Extension

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

- **Promoting Research activities through Minor and Major Research Projects**
- **Promoting Faculty members for research under FDP scheme**
- **Motivating teachers for publication in reputed Journals**
- **Motivating teachers for presenting papers in national and international seminars**

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 | **01** | **02** | - | **01** |
| Outlay in Rs. Lakhs | - | **5.45 Lakh** | - | - |

3.4        Details on research publications

|  | International | National | Others |
|---|---|---|---|
| Peer Review Journals | **02** | **03** | - |
| Non-Peer Review Journals | **02** | **03** | - |
| e-Journals | **01** | **01** | - |
| Conference proceedings | - | **06** | **03** |

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 | **2016-17** | **UGC** | **8,02,000/-** | **5,45,000/-** |
| Interdisciplinary Projects | - | - | - | - |
| Industry sponsored | - | - | - | - |
| Projects sponsored by the University/ College | - | - | - | - |
| Students research projects *(other than compulsory by the University)* | - | - | - | - |
| Any other(Specify) | - | - | - | - |
| **Total** | **-** | **-** | **8,02,000/-** | **5,45,000/-** |

3.7 No. of books published   i) With ISBN No.   | 05 |   Chapters in Edited Books   | 18 |

ii) Without ISBN No.   | - |

3.8 No. of University Departments receiving funds from

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

DPE | - |   DBT Scheme/funds | - |

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

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

3.10 Revenue generated through consultancy   | Nil |

3.11 No. of conferences organized by the Institution

| Level | International | National | State | University | College |
|---|---|---|---|---|---|
| Number | - | **07** | **02** | **-** | - |
| Sponsoring agencies | - | **UGC (05) College (02)** | **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   | UGC – 5.45 Lac |   From Management of University/College   | NIL |

Total   | 5.45 Lac |

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 |
|-------|--------------|----------|-------|------------|------|---------|
| - | - | - | - | - | - | - |

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

**02**

and students registered under them

**03**

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  **05**   State level  -

National level  -   International level  -

3.22 No.  of students participated in NCC events:

University level  **05**   State level  **01**

National level  **01**   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  **1**   State level  -

National level  **1**   International level  -

3.25 No. of Extension activities organized

University forum | - |    College forum | 01

NCC | 02 |    NSS | 04 |    Any other | -

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

- **Blood Donation Camp organised with the help of N. S. S. and Students Union**
- **Swatch Bharat Programme organised by N. C. C. Unit**
- **Workshop on Online transaction organised by N. C. C. Unit**
- **Workshop on Disaster Management organised by N. C. C. Unit and Physical Education Department**

# 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 | **9.5 Arc.** | **-** | **-** | **9.5** |
| Class rooms | **25** | **-** | **-** | **25** |
| Laboratories | **8** | **1** | **College** | **9** |
| Seminar Halls | **01** | **-** | **-** | **01** |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. | **-** | **01** **02** | **UGC** **RUSA** | **03** |
| Value of the equipment purchased during the year (Rs. in Lakhs) | **-** | **6.94 Lakhs** **29.44 Lakhs** | **UGC** **RUSA** | **36.38 Lakhs** |
| Others | **-** | **-** | **-** | **-** |

4.2 Computerization of administration and library

- **Computerization of office work is completed**
- **Library is upgraded with computerization**

4.3   Library services:

| | Existing | | Newly added | | Total | |
|---|---|---|---|---|---|---|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 19028 | 23,99,903.39 | 1169 | 31,038.00 | 20197 | 24,30,941.39 |
| Reference Books | 11142 | 8,82,618.58 | 200 | 16,000.09 | 11342 | 10,42,627.58 |
| e-Books | - | - | | | | |
| Journals | 1435 | 79,266.00 | 109 | 58,250.00 | 1544 | 1,37,516.00 |
| e-Journals | - | - | | | | |
| Digital Database | - | - | - | - | - | - |
| CD & Video | 43 | 1,05,776.00 | | | | |
| Others (specify) | - | - | India Stat | 60,113.00 | 1 | 60,113.00 |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Depart-ments | Others |
|---|---|---|---|---|---|---|---|---|
| Existing | 43 | 2 | 11 | 1 | -- | -- | -- | -- |
| Added | 40 | -- | -- | -- | -- | 06 | 34 | 10 Projectors |
| Total | 83 | 2 | 11 | 1 | -- | -- | -- | -- |

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

- **Introduced Tally and ERP-9 for B. Com. students**
- **Computer Training to students**

4.6   Amount spent on maintenance in lakhs :

   i)   ICT

   **6,25,000.00**

   ii)   Campus Infrastructure and facilities

   **5,27,841.00**

   iii) Equipments

   **55,930.00**

   iv) Others

   **10,82,912.00**

   **Total :**

   **22,91,683.00**

# Criterion – V
# 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- **Motivating social services through N. S. S. Units.**
- **Cultural programmes for promoting values of students.**
- **National Integration Programme on social harmony.**
- **Information for career counseling and guidance.**

5.2 Efforts made by the institution for tracking the progression

- **Organised departmental meeting regularly.**
- **Monitoring N.S.S., N.C.C. and career guidance cell.**

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|---|---|---|---|
| **2239** | **82** | - | - |

(b) No. of students outside the state

**NIL**

(c) No. of international students

**NIL**

| Men | No | % |
|---|---|---|
| | - | - |

| Women | No | % |
|---|---|---|
| | - | - |

| Last Year | | | | | | This Year | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| **1985** | **246** | **129** | **163** | **2** | **2525** | **1759** | **197** | **112** | **171** | **Nil** | **2239** |

Demand ratio **81%**     Dropout **7%**

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

- **Special coaching and training for socially backward students .**
- **Coaching classes for entry in services for SC, ST, OBC students**

No. of students beneficiaries     **132**

5.5 No. of students qualified in these examinations

NET  | **NIL** |  SET/SLET | - |  GATE | - |  CAT | - |

IAS/IPS etc | - |  State PSC | - |  UPSC | - |  Others | **09** |

5.6 Details of student counselling and career guidance

> **This is done by the teachers in all departments. Some sort of programmes like personality development, group discussion are organised by the teachers.**

No. of students benefitted  | **132** |

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

> • **Different programmes organised regarding Gender sensitization.**

5.9 Students Activities

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

State/ University level | **06** |    National level | - |    International level | - |

No. of students participated in cultural events

State/ University level | **04** |    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 | - |

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5.10 Scholarships and Financial Support

|  | Number of students |  | Amount |
|---|---|---|---|
| Financial support from institution | **From tuition fees fund** | **312** | **10/- to 30/-p.m.** |
| Financial support from government | **Chief Minister's Fund** | **240** | **10000/-p.a.** |
|  | **Beedi Sramik** | **104** | **3000/-p.a.** |
|  | **Bikash Bhaban** | **190** | **13500/-p.a.** |
|  | **Handicapped** | **03** | **4000/-p.a.** |
|  | **Minority** | **78** | **3800/-p.a.** |
|  | **SC/ST/OBC Stipend** | **334** | **9000/-p.a.** |
|  | **Kanyasree** | **319** | **K1-750/-p.a. K2-25000/-p.a.** |
| Financial support from other sources | **Maitrayee Chatterjee Charitable Trust** | **04** | **10000/-p.a.** |
|  | **J. M. Sethhiya Charitable Trust** | **16** | **10000/-p.a.** |
|  | **Priyamvada Birla** | **44** | **10000/-p.a.** |
|  | **Ramkrishna Mission** | **57** | **3000/-p.a.** |
|  | **Sitaram Jindal** | **198** | **600/-p.m.** |
|  | **Sarada Kalyan Bhandar** | **01** | **700/-p.m.** |
|  | **LICI** | **03** | **10000/-p.a.** |
| 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   [ 01 ]

5.13 Major grievances of students (if any) redressed:        **No**
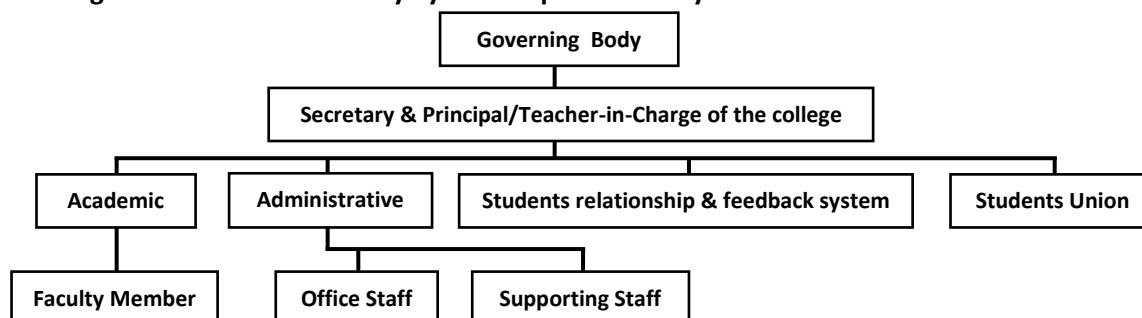
# Criterion – VI
# 6.  Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> - **The institution wants to make it a centre of learning and wisdom, to generate the lessons of discipline and harmony, to motivate the students with the sense of social commitment and human**

6.2 Does the Institution has a management Information System

**The College has common Hierarchy System as prescribed by the state Government**

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

6.3.1 Curriculum Development

> **The faculty members send their proposals and finally University frames the curricula. The faculty members implement the directives and take part in academic meetings held in University.**

6.3.2 Teaching and Learning

> - **Lecture method in arts subjects**
> - **Audio visual methods in science and commerce subjects**
> - **Case-study method is also followed in commerce**

6.3.3 Examination and Evaluation

> **Five Internal Assessment examination for honours courses and two Internal Assessment examination for general courses are conducted by the college under the guidance of the university. Faculty members evaluate answer scripts of final examinations and Internal Assessment tests.**

6.3.4 Research and Development

> - **Nine teachers engaged in research works of which three teachers engaged in research works under FDP scheme**
> - **Four teachers engaged in Minor research projects**

6.3.5 Library, ICT and physical infrastructure / instrumentation

> **Process of computerization is followed in the library, Internet facility has been provided to the students and teachers.**

6.3.6 Human Resource Management

> **The Governing Body encourages teachers and students for the development of academic flavour. Research under FDP scheme, Minor and Major projects are encouraged. Scholarship given to meritorious students, concession given to under privileged and meritorious students. The college encourages the faculty members and staff to gain managerial skill.**

6.3.7 Faculty and Staff recruitment

> **12**

6.3.8 Industry Interaction / Collaboration

> **NIL**

6.3.9  Admission of Students

> **Admission and Merit list is done through online mode. Admission committee prepares norms under the guidance of University and maintaining the Govt. rules of reservations.**

6.4 Welfare schemes for

| | |
|---|---|
| Teaching | **Employees Co-operative credit society** |
| Non teaching | **Employees Co-operative credit society** |
| Students | **Free scholarship for poor, minority and meritorious students.** |

6.5 Total corpus fund generated     **Nil**

6.6 Whether annual financial audit has been done     Yes ✓   No   -   (under process)

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

| Audit Type | External | | Internal | |
|---|---|---|---|---|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | **Yes** | **V.U.** | No | - |
| Administrative | **No** | **V.U.** | No | - |

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

For UG Programmes     Yes   -     No ✓

For PG Programmes     Yes   -     No ✓

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

> **University frames the Internal Assessment Tests which are conducted by the college for Honours and General students.**

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

> **Students getting highest marks in Final examination of University of our college (BA/B.Sc./B.Com.) are honoured by the Alumni Association.**

6.12 Activities and support from the Parent – Teacher Association

> **We have organised parent teachers meeting twice a year. Suggestions given by parents are implemented**

6.13 Development programmes for support staff

> - **Every Teaching and Non-teaching staff are covered by Group Insurance**
> - **Loans are provided to staff from Employees Co-operative Credit Society**
> - **Salary is paid as advance on need-based cases**
> - **Provided computer training to support staff**

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

> **Trees and flower garden are maintained by NSS Units to make the campus eco-friendly. The campus is totally plastic free zone.**

# Criterion – VII

## 7. <u>Innovations and Best Practices</u>

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> - **Introduced Post Graduate in Commerce**
> - **Encouragement for teachers to do research work under FDP**
> - **Organised workshop on "Online Transaction" and "First Aid & Disaster Management Training Camp"**
> - **Computerisation of office work**
> - **Tuition fees waived for students scoring above 60% marks in Universities Examination**
> - **Xerox facility for students of SC, ST, OBC and minority categories at free of cost**
> - **Financial support to students of BPL category**
> - **Interaction of newly appointed faculty members with the Governing Body**

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

> **The IQAC of the college laid much importance for obtaining the goals and objectives of the institution. It has decided to submit prayer for affiliation for PG course in Commerce. Also decided to introduce a system of interaction with the parents on issues related to students. Twelve faculties appointed this year. It helps to maintain academic standard in this Institution.**

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

- **Tuition fees waived for students scoring above 60% marks**
- **Use of plastic is totally prohibited in the campus**

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

7.4 Contribution to environmental awareness / protection

- **World Environment Day is observed by the NSS Units.**
- **Environmental awareness programmes are organised by the NSS Units.**

7.5  Whether environmental audit was conducted?     Yes  | - |    No | ✓ |

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

- **Strengths:        Atmosphere of harmony and work culture.**
- **Weakness:        Vacant posts in teaching and administrative section.**
- **Opportunities:  Scope for all round development for first generation students with basic human values.**
- **Threats:            Limitations of job opportunities.**

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

- **Organising more National and International level seminars**
- **Opening PG course in English and History**
- **Opening UG course in Economics and Zoology**
- **Efforts towards the fillup of vacant teaching posts**
- **Making virtual class room**
- **Renovation of Play ground, ladies toilet**
- **Approaching State Govt. For construction of new class rooms**
- **Conducting online training programme in collaboration with Bombay IIT**
- **Conducting FDP for large number of faculties**

*Name :*  **DR. JAYDEB BERA**                          *Name :*  **DR. SUKUMAR CHANDRA**

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

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