THE FORMATE FOR ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

NAME OF THE COLLEGE   :   **SHREE AGRASEN MAHAVIDYALAYA**
NAME OF THE AFFILIATING UNIVERSITY   :   **UNIVERSITY OF GOUR BANGA**
YEAR OF REPORT   :   **2015-16**

SECTION A: Plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement:
1. To complete the construction of Smart Class Room
2. To cater to the needs of slow learners through remedial classes
3. To increase the subject options available to students
4. Increase in amenities and facilities
5. Increased digitization of library

SECTION B: Details in respect of the following (attach separate sheet)
1. Activities reflecting the goals and objectives of the college:
- Smart Class Room has been completed
- Remedial classes were conducted to help the slow learners to improve their academic performance
- Four new subjects will be introduced from the next academic session.
- The process of renovation of the library has been initiated
- The process of digitization of library has been in the nascent stage.

2. New academic programmes initiated (UG and PG):

Level of Programme	Existing programmes	Number of programmes added during the year
PhD	NIL	NA
PG	NIL	NA
UG	Bengali English History Political Science Sociology Urdu Hindi Commerce	Education Philosophy Physical Education Urdu-Elective
PG Diploma	NIL	NIL
Advanced Diploma	NIL	NIL
Diploma	NIL	NIL
Certificate	NIL	NIL
Others	NIL	NIL
Total	08	04

3. Innovations in curricular design and transaction:

- Admission is strictly on merit basis. All Rules and Regulations, reservation policy, etc. of the State Government and affiliated University is accurately followed. All information is properly uploaded in the college website, and in the notice board of the college.
- Teachers are using laptops, LCD Projectors in the class room to teach students in a more innovative way.
- Gymnasium is installed by the Physical Education Department.
- The college authority encourages teachers not only in participating OP, RC or STC sponsored by UGC but also in other Faculty Development Programmes, Seminars, etc.
- Class tests are held at regular intervals and students are allowed to see their evaluated answer scripts.

4. Inter-disciplinary programmes started:
- A seminar on International Mother Language Day was celebrated on 21st February in collaboration with all the language departments of the college
- A proposal for organizing "Science Camp" has been submitted by all the departments jointly

5. Examination reforms implemented:
Examinations conducted as per the strict guidelines of the University of Gour Banga. College generally maintains the traditional Examination System, mainly because, for any radical reformation in Examination System, the College is required to take prior permission from the University. The College is an affiliated College, and does not enjoy any decisional autonomy.

6. Candidate qualified: NET/SLET/GATE etc. : Not applicable

7. Initiative towards faculty development programme:

Faculty/Staff Development Programme	Number of faculty benefited
Refresher courses	2
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	1
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other instituons	0
Summer/Winter schools, Workshops, etc.	0
Others	0

8. Total number of seminars/ workshops conducted:

Level	International	National	State	University	College
Number		1			5
Agencies		UGC			Departmental

9. Research projects a) Ongoing: NIL ; b) Completed: 1 MRP
10. Patents generated, if any: Not applicable
11. New collaborative research programmes: Not applicable
12. Research grants received from various agencies: No scope
13. Details of research scholars: Not applicable
14. Citation index of faculty members and impact factor:

One faculty member in the Department of Commerce has publication in the Management Accountant Journal, which is **Indexed and Listed at Index Copernicus and J-gate Global Impact and Quality factor (2015) : 0.563.** It is also a **UGC enlisted journal**.

15. **Honours / Awards to the faculty (National and International): (NIL**
16. **Internal resources generated:**
    - Seminar proceedings **"Women Empowerment – Miles to Go"** published by the Department of Political Science **(ISBN: 978-93-810374-2-3).**
    - Published *"Shree Agresen Mahavidyalaya Research Journal".*
17. **Details of departments getting assistance / recognition under SAP, COSIST (ASSIST)/ DST, FIST, and other programmes.: NIL**
18. **Community Services:**
    - Fencing to protect tree plantation beside the pucca road inside the college.
    - Public campaigning on AIDS and its measures.
    - Awareness programme on keep your city clean.
    - Campaigning on Pulse Polio initiated. Parents of the villages are encouraged not to miss a single pulse polio vaccination upto the age of 5 for their children.
    - NSS day and 'Baishe Sraban' are celebrated

19. **Teachers and officers newly recruited:**
    Teachers: NIL, Non-Teaching: NIL

20. **Teaching – Non-teaching staff ratio: 9 : 6**
21. **Improvement in the Library services:**
    The SOUL 2.0 software is purchased and installed. Entry of books in SOUL 2.0 is going on.
22. **New books / journals subscribed and their value**

	Existing books	No. of books newly added	Amount (Rs).
Text books	5957	730	1,46,000
Reference books	735	NIL	NIL
Journals	50	NIL	NIL
Entry-in-services	338	213	63,900

23. **Courses in which student assessment of teachers is introduced and the action taken on student feedback:** Not yet introduced
24. **Feedback from stakeholders:** Taken
25. **Unit cost of education:** BA(Gen.)=Rs. 7640, BA(Honours)=Rs. 8600, B.Com.(Gen)=Rs.9440, B.Com.(Honours)=Rs. 10400, B.Sc.(Gen.)=Rs. 12050
26. **Computerization of administration and process of admissions and examination results, issue of certificate:**

Computerization of administration	Office of the Principal is fully computerized by incorporating Student Plus and Fina Ware software
Process of admissions	Online admission as per the guidelines of State Govt. and University of Gour Banga
Examination results	Published in the website of the University
Issue of certificates	Offline issue of hard copy of certificates by the University

27. **Increase in the infrastructural facilities:**

Facilities	*Number*
Class room	Smart Class Room (1)

Laboratories	Physics(1) & Chemistry(1)
Seminar halls	NIL
No. of important equipments purchased during the year	6
Value of the equipment purchased during the year (Rs. In lakhs)	Rs. 3,82,078/=

28. Technology up gradation:

Item	Existing	Added	Total
Computers	20	2	22
Laptop	3	1	4
Printer	10	0	10
Projector	3	0	3
Photocopier	3	0	3
Fax machine	2	0	2
Wi-Fi	1	0	1
Intercom	1	0	1
Sony TV	1	0	1
Refrigerator	1	0	1
Water purifier	4	0	4
AC Machine	0	1	1
Multi-Gym	0	1	1
Note counting machine	0	1	1

29. Computer and internet access and training to teachers, non-teaching staff and students

The college provides free Wi-Fi facilities to students and teachers. Broadband internet facility is available in teachers' common room. Workshops, to enhance computer skill and ICT in education, are organized at periodic intervals to train teachers and non-teaching staff. The process of COSA (Computerization of Salary Account) has been introduced our college.

30. Financial aid to students: Free studentship, Government scholarships, prize and award to meritorious students.

31. Activities and support from the Alumni Association: We have registered Alumni Association

32. Activities and support from the Parent – Teacher Association: NIL

33. Health services: College provides health checkup camp for students at weekly interval.

34. Performance in sports activities: Students participate in sports at the District/University level/State level. One student has been awarded in sports at the State/University level.

35. Incentives to outstanding sportspersons: Grant concessional tuition fees

36. Student achievements and awards: Awarded 2nd in District Level Youth Parliament Competition

37. Activities of the Guidance and Counseling unit: NIL

38. Placement services provided to students: NIL

39. Development programmes for non-teaching staff:
    Computer Awareness and Computer Training programme for non-teaching employees are regularly conducted by the reputed Software Company.

40. Good practices of the institution:
- Campus declared no smoking zone
- Campus declared plastic free zone
- Periodic testing of drinking water and regular queries are made to maintain the quality of canteen food

41. Linkage developed with National / International, academic / research bodies: No linkage

42. Action Taken Report on the AQAR of the previous year:

- The college administration proposed a gradual move towards online admission and related Software introduced for that.
- Complete digitalization of library was proposed and in the way of completion.
- Computer with Internet facility to all the teachers was proposed and was implemented to enhance teaching – learning process.
- Office has been fully computerized
- IQAC of the college conducted an Workshop on CAS to provides information to teacher about the new process of promotion under CAS.

43. Any other relevant information the institution wishes to add.

No other information

SECTION C : Outcomes achieved by the end of the year:
- IQAC motivated research publication and the second issue of Shree Agrasen Mahavidyala Research Journal was published.
- Two National seminars, One State Level Seminar and four Departmental Seminars were organized.
- To promote research work of teachers and to provide internet facilities to the students, the campus is totally wi-fi connected. .
- To provide internet facilities to the students, the Campus is totally Wi-fi enabled.
- Inflibnet subscription was made for Teachers, Non-teaching staff and students in August 2016.
- To encourage students' involvement, Wall Magazines are published by different departments.
- Proposal for new subjects, viz. Geography(Gen), Physics(Gen), Chemistry (Gen), Mathematics (Gen) is submitted
- Process is started for Distance Education Course for M.A. in Bengali, English, History and Education under Kalyani University.
- Filling the Reports of AISHE
- Formed Planning Board for better decision making relating to utilization of UGC –XI th Plan Grant
- White Boards are set in Class Rooms.
- Gymnasium is installed by the Physical Education Department.
- Digital Notice Boards are set for the benefit of the students and Teachers.
- Spoken English Classes are started.
- Some departments hold class test, the evaluated papers are shown to the students.

SECTION D: Plan of the college for the next year:
- To encourage teachers to participate in research activities and organise students' seminar, quiz contests, excursions and educational tours.
- To construct new class room to mitigate the shortage of class rooms.
- To renovate one class room as virtual class room
- To submit proposal for UGC sponsored seminar in the college
- To take necessary steps for NAAC visit
- To appoint additional faculty from college fund to fulfill the demand for teachers.
- To initiate the process of post creation of teaching and non-teaching staff to cope with the increasing students' strength. Moreover new subjects have been introduced and new departments have emerged to satisfy the demands of the students.
- The college will encourage the faculty to participate in different seminars/workshops and to submit proposals to various funding agencies for extensive research activities.

- The existing facility of the library and canteen of the college will be upgraded.

Name & Signature of the   **Name & Signature of the**
Director/Coordinator,   **IQAC Chairperson, IQAC**