



## 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: 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

SHREE AGRASEN MAHAVIDYALAYA

1.2.Address Line 1

COLLEGEROAD

Address Line 2

BHUSAMANI

City /Town

DALKHOLA

State

WEST BENGAL

Pincode

733201

Institution e-mail address

shreeagrasmahavidyalaya@gmail.com

Contact Nos

03525-257440

Name of the Head of the Institution:

DR. JAYEETA BASU

Tel. No. with STD Code:

03525-257440

Mobile:

9434234254



Name of the IQAC Co-ordinator.

Shri Sanat Kumar Adhikary

Mobile:

9851349383

1.3 IQAC e-mail address :

shreeagrasmahavidyalaya@gmail.com

NAAC Track ID (For ex. MHCOGN 18879)

WBCOGN23536

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)

F.19.26/EC(SC-18)/DO/2016/68.1

5<sup>th</sup> November 2016

1.5 Website address :

www.agrasenmahavidyalaya.co.in

Web-link of the AQAR:

do

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 <sup>st</sup> Cycle	B	2.13	2016	November, 2021
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				



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

1.8 AQAR for the year (for example 2010-11)

1.9 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 \_\_\_\_\_ N/A \_\_\_\_\_ (DD/MM/YYYY)
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.10 Institutional Status

University State  Central  Demand  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  UGC2 (f)  Tribal

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



### 1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  EI(Phys Edu)   
TEI(Edu)  Engineering  Health Science  Management   
Others (Specify)

### 1.12 Name of the Affiliating University (for the College)

### 1.13 Special status conferred by central/State Government- UGC/CSIR/DST/DBT/CMR etc.

Autonomy by state/Central Govt. /University	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC - Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (Specify)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

## 2. IQAC Composition and Activities

### 2.1 No. of Teachers

### 2.2 No. of **Administrative**/Technical staff



2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and Community representatives

2.7 No. of Employers/Industrialists

2.8 No of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meeting held 2

2.11 No. of meeting with various stakeholders: No.  Faculty   
Non-Teaching Staff  Students  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/Conference /Workshop/Symposia organized by IQAC

Total Nos.  International  National  State  Institution Level

ii. Themes



1. Green Accounting
2. Rabindranath in the light of Nationalism and Internationalism.
3. Devaluation of values and Present day generation.
4. Need for value education in our present Society.
5. Nathdharma O Gopichander Gaan.
6. Marx on Nature of the State.
7. Protection of Women Rights.
8. Computer awareness programme for NTS.

#### 2.14 Significant Activities and contributions made by IQAC

1. IQAC motivated research publication and the Third issue of Shree Agrasen Mahavidyalaya research journal was published.
2. One National seminar, One State Level Seminar and Six Departmental Seminars were organized.
3. To promote research work, five teachers are pursuing their Ph.D. in different Universities.
4. To provide internet facilities to the students, the Campus is totally Wi-fi enabled.
5. In the central Library SOUL-2.0 was installed in January 2016.
6. Inlibnet subscription was made for Teachers, Non-teaching staff and students in August 2016.
7. To encourage students' involvement, Wall Magazines are published by different departments.

#### 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
----------------	--------------



<ul style="list-style-type: none"><li>• To complete the construction of Virtual classroom.</li><li>• To cater to the needs of slow learners through remedial classes.</li><li>• To increase the subject options available to students.</li><li>• Increase in amenities and facility.</li><li>• Increased digitalization of Library.</li><li>• Construction of New Class Room.</li><li>• To seek financial support from various authorities</li></ul>	<ul style="list-style-type: none"><li>• Virtual Room has been completed.</li><li>• Remedial classes were conducted to help the slow learners to improve their academic performance.</li><li>• Four new subjects have been introduced from the academic session 2016-17.</li><li>• The process of renovation of the Library has been completed.</li><li>• The process has been started.</li><li>• Two classrooms have been completed.</li><li>• A project of new Science Building has been submitted to NBDD.</li></ul>
--	--

\*Attach the Academic calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes  No   
Management  Syndicate  Any other body  Governing Body

Provide the details of the action taken

The Governing Body of the College in its Resolution vide Item No – 6 dated **25-07-2017** approved the AQAR 2016-17 and recommended the same for sending to the NAAC office. The Governing Body further approved the Statement made by the TIC regarding the activities done during the period 2016-17 as stated in the report.



## Part - B

### Criterion - 1

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of Programme	Number of existing Programme	Number of programmes added during the year	Number of self-financing programmes	Number of value added/ Career Oriented programmes
PhD				
PG				
UG	3	1	0	0
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>

Interdisciplinary	NA
Innovative	Skill Development Programme, Language Learning

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

Pattern	Number of Programmes
Semester	
Trimester	





Annual	Annual
--------	--------

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.

The syllabus is prepared and revised by affiliating University from time to time. The last revision was carried out in 2014-15 session for Arts and Commerce courses. Departmental teachers participated and gave suggestion in workshop organized by U.G. board of study of University of Gour Banga.

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

- UG in Geography(Gen), Physics(Gen), Chemistry (Gen), Mathematics (Gen)
- Distance Education Centre for M.A. in Bengali, English, History and Education under Kalyani University.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent Faculty

Total	Asst. Professor	Associate Professors	Professor	Others
12	10	2		

2.2 No of permanent faculty with Ph.D

4



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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
4	0	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

6		8
---	--	---

2.5 Faculty participation in conferences and symposia :

No. of Faculty	International level	National level	State level
Attended	05	17	03
Presented paper	05	16	03
Resource persons			01

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

1. Online Admission is introduced.
2. Admission is strictly on merit basis. Rules and regulations, seat reservation policy of affiliated University and government are maintained. All information is properly communicated in college website, and in the notice board of the college.
3. White Boards are set in Class Rooms.
4. Gymnasium is installed by the Physical Education Department.
5. Digital Notice Boards are set for the benefit of the students and Teachers.
6. Spoken English Classes are started.
7. Some departments hold class test, the evaluated papers are shown to the students.

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

222 DAYS

2.8 Examination/Evaluation Reforms initiated by the Institution(for example: Open Book Examination)

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



Bar Coding, Double Valuation, Photocopy,  
Online Multiple Choice Question)

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

Time to time our various departmental teachers participate in curriculum development workshops. This year 9 teachers attended the workshops.

2.10 Average percentage of attendance of Students

75% of attendance in classes is mandatory to appear in the University Examinations.

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.)	78			58		69.23%
B.A. (General)	502			3	329	66.13%
B.Com. (Hons & Gen)	14		1	1	11	92.86%

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



IQAC suggested that the TIC and Departmental heads will meet at the beginning of each session to prepare the Annual Plan. The IQAC also provides its report of the academic performance of the college so that the TIC can act on it.

### 2.13 Initiatives undertaken towards faculty development

Faculty/Staff Development Programme	Number of faculty benefited
Refresher courses	2
UGC - Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer/Winter schools, Workshops, etc.	3
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	9	1	NIL	5
Technical Staff	NIL	NIL	NIL	NIL



## Criterion – III

### 3. Research, Consultancy and Extension

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

IQAC regularly informs and encourages the faculty members to apply for research grants to UGC and other relevant bodies.

The college authority provides all necessary support for carrying out research work.

The research journal is also published under the IQAC.

#### 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				1
Outlay in Rs. Lakhs			Rs.1,07,000/-	

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals		2	
Non-Peer Review Journals		0	13
e-Journals		0	
Conference proceedings		0	

#### 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 organizations**

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/College				
Students research projects (other than compulsory by the University)				
Any other (Specify)				
<b>Total</b>				

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**

UGC-SAP  CAS  DST-FIST

DOE  DBT-Scheme/funds

3.9 For colleges Automomy  CPE  DBT Star Scheme

INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

Level	International	National	State	University	College
Number		1	1		



3.11 No. of conferences  
Organized by Institution

agencies		UGC	UGC		
----------	--	-----	-----	--	--

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 :

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

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

1. Fencing to protect Tree plantation besides the pucca road inside the college.
2. Public campaigning on AIDS and its measures.
3. Flood Relief Camp by the college.
4. Special camp organized for the children of nearby villages.
5. Weekly Health Check -up Camp by our college.
6. Awareness programme on the cleanliness of the campus.

## 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	3.88 acres	Nil	Vested land lease from Govt. of West Bengal	3.88 acres
Class rooms	12	2	UGC & Govt. of West Bengal	14
Laboratories	Nil	2	Local Authority & Coolege fund	2
Seminar Halls	1	1	UGC & Govt. of West Bengal	2
No. of important equipments purchased( $\geq$ 1-0 lakh) during the current year	26	1 (Generator) 7 (Fire extinguishers)	Govt. of West Bengal & College Fund	34



Value of the equipment purchased during the year (Rs. in Lakhs)	Rs. 7,05,629/-	Rs. 5,41,500/-	College Fund/Govt. of West Bengal	
Others				

#### 4.2 Computerization of administration and library

The College office is computerized by incorporating **Student Plus** and **Fina ware**. To control and maintain the Official work and correspondence, the College has installed necessary number of printers, scanners, UPS, one server, with one advance photo copier machine already in the Office. The process of library automation is going on.

#### 4.8 Library services:

	Existing		Newly added		Total	
	No	Value	No	Value	No	Value
Text Books	8480	1696000/-	265	61215/-	8745	1757215/-
Reference Books	650	130000/-	875	201979/-	1525	331979/-
e-Books	Nil				Nil	
Journals	84	4200/-	nil	nil	84	4200/-
e-Journals	Nil				Nil	
Digital Data Database	Precessing					
CD & Video	Nil				Nil	
Others (specify)for competitive examination	551	165300/-	Nil	Nil	551	165300/-

#### 4.9 Technology up gradation (overall)



	Total Computers	Computer Lab	Internet	Browsing	Computer Centres	Office	Department	Others
Existing	26	Nil	1wifi zone			Yes	Smart Room	
Added	4	1	1 general connection			Nil	Sound system & Virtual Class Room	
Total	30	1	2					

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

No such training programmes were undertaken by the College, but the college has provided free wi-fi zone in the campus. The college has its own software for admission and maintenance of database. The college has its own website.

4.11 Amount spent on maintenance in lakhs :

i) ICT	.31786
ii) Campus Infrastructure and facilities	42.83519
iii) Equipments	2.55311
iv) Others	1.052073
Total	56.22689



## Criterion – V

### 5 Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

As suggested by IQAC the college has the **Anti- Ragging Committee, Grievance Cell** headed by one Teacher of the College. The college has also arranged for providing **“Remedial coaching”** in different subjects judging the requirements of the financially backward students, and SC/ST/OBC students at the suggestion of IQAC.

#### 5.2 Efforts made by the institution for tracking the progression

Individual departments, at the suggestion of the IQAC, try to keep track of the progress of their students.

#### 5.3 (a) Total Number of students

UG	PG	Ph.D	Others
2637			

#### (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
989	905	53	538	4	2489	562	458	30	160	3	1213

Demand ratio

Dropout % 12%



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

The college has a UGC approved “Coaching Classes for Entry in Service” Unit. This unit trains students for Bank, SSC, PSC, Rail and other competitive exam.

No. of students beneficiaries

72

No. of students qualified in these examinations

NET	1	SET/SLET		GATE		CAT	
IAS/IPS etc		State PSC	1	UPSC		Others	4

5.6 Details of student counseling and career guidance

NIL

No. of students benefited

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



### 5.9 Students Activities

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

Quality number of students has participated in Sports and Football Tournament.

State/University level  National level  International level

No of students participated in cultural events

State /University level  National level  International level

#### 5.10.2 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

### 5.11 Scholarship and Financial Support

	Number of Students	Amount
Financial support from institution	153	Adjusted with Aid fund
Financial support from government	1585	Financial assistance deposited on account
Financial support from other sources	NIL	NIL



Number of students who received International/National recognitions	NIL	NIL
---	-----	-----

5.12 Student organized/initiatives

Fairs : State/University level  National level  International level   
Exhibition : State/University level  National level  International level

5.13 No. of social initiatives undertaken by the student

5.14 Major grievances of students (if any) redressed:

One major grievance was received from the students. The grievance was satisfactorily redressed. The grievance was regarding the malfunctioning of the drinking water. The authority promptly contacted the service provider and the issue was settled in the minimum possible time.

## Criterion - VI

### 5 Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

Shree Agrasen Mahavidyalaya was established in 1995 to fulfill the increasing desire and demand for higher studies in the locality after a long period of 48 years of our independence. Shree Agrasen Mahavidyalaya is perfect one, as is no such institution for higher education within the radius of 50 km. within very short span of time; it has exceptionally attained the significant growth and excellence in the field of higher education. Shree Agrasen Mahavidyalaya is marching ahead with its sole objective of providing quality education to all, irrespective of caste, creed and religion, economic status or physical health. To fulfill the objective, many



## 6.2 Does the Institution has a management Information System

NO

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

### 6.3.1 Curriculum Development

As the college follows the syllabus of the University of Gour Banga, there is little scope of internal syllabus designing. However every department has its own plan of work to complete the syllabus and also for providing additional information to students.

### 6.3.2 Teaching and Learning

Although the syllabus is framed not by the college but by the university to which it is affiliated, each department adopts some innovative processes in teaching and learning.

1. The faculties of each department meet at the beginning of each academic session for term-wise allocation of syllabus assignments.
2. The departments organize students' seminars, quiz contests.
3. Study tours are carried out by the college.
4. Some department use Smart Board for audio-visual class.
5. The college has started UGC funded free Remedial coaching Programme and Entry-in Services Programme for SC/ST/OBC students.





### 6.3.3 Examination and Evaluation

1. Regular class tests for some departments.
2. The answer scripts of such tests are shown to the students and within one month results are declared. If reports are not satisfactory the college calls their guardians and discuss.

### 6.3.4 Research and Development

1. Encouragement and assistance to the faculty members to carry out their research work.
2. Promoting and encouraging publication of research papers in different journals and books.
3. Adequate space and necessary infrastructural support is provided for research work.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

To develop and update facilities in the library, ICT and infrastructure the College has adopted the following strategies.

- i) College introduced ICT, for which college utilized Additional Grant (Equipment, teaching & learning aids) of UGC XII Plan.
- ii) Latest editions of books and journals are purchased time to time and subscribed every year.
- iii) In Central Library SOUL 2.0 was installed.
- iv) Internet service has been made available to the library users.
- v) Allocation of college fund & UGC fund for purchase of Text and Reference books are made through library committee for each department.



### 6.3.6 Human Resource Management

The human resource of the college is managed in a free and democratic manner. The Teacher's Council and the Non-Teaching Staff Association look after the affairs of the teaching and non-teaching staff respectively. Apart from that the Teachers remain available even outside the Class either in the Library or in the Teachers' Room or in the Teacher's Computer Room for Students' counseling. Above all, there is a Governing Body that manages and develops the total human resource of the College.

### 6.3.7 Faculty and Staff recruitment

Staff recruitment process is executed transparently as per Government norms / rules. Faculty members are recruited by the College Service Commission. Any contractual teacher is recruited by an expert committee which includes subject expert from other colleges.

### 6.3.8 Industry Interaction /Collaboration

Department of Commerce organizes Industry Visit and student participation is excellent.

### 6.3.9 Admission of Students

1. Admission is strictly on the basis of merit. All rules and regulation, seat reservation policy of affiliated University and government are maintained. All information is properly communicated to stake holders in college website and in the notice board of the college.
2. College gives prospectus at the time of admission to the students, where students know the information about fees structure, student support etc.



## 6.4 Welfare schemes for

Teaching	Advance salary, Provident Fund, Festival Advance
Non-teaching	Advance salary, Provident Fund, Festival Advance
Students	Free Studentship, Government Scholarships, Students prize.

## 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) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Governing Body
Administrative	No		Yes	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?

No such initiative

6.11 Activities and support from the Alumni Association

Alumni Association has been registered and it is fully in a functional state. Registration No: S/16/12703 of 2002-2003

6.12 Activities and support from the Parent – Teacher Association

No such initiative

6.13 Development programmes for support staff

Computer Awareness and Computer Training programme for non-teaching employees are regularly conducted by the reputed Software Company.

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

- Campus declared no smoking zone.
- Campus declared plastic free zone.
- Regular testing of drinking water and regular queries are made to maintain the quality of canteen food.



## Criterion – VII

### 7 Innovations and Best Practices

8 7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give Details.

- Student Management Software purchased to facilitate the Online Admission process.
- The Office work has been largely computerized with a Central Server along with online UPS System and LAN Connectivity.
- Effort is being made to provide every Department with Digital Board, White Board, etc.

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

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

- Office has been largely computerized.
- IQAC of the College conducted workshop on 'CAS' to provide information to teacher about the new process of promotion under the CAS.

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

7.4 Contribution to environmental awareness / protection

NSS Units organize programme to create awareness of environmental hazards and the need to keep the environment clean, green and pollution free. A workshop on Environment has been organized by IQAC. The NSS volunteers regularly lead campaigns to prevent use of polythene and polythene products in the college campus. They also look after the overall cleanliness of the college and its surrounding.

7.5 Whether environmental audit was conducted? Yes

No

✓



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

**7.7 Plan of institution for next year**

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.

To enhance the salaries of the teachers appointed by the Governing Body keeping in mind the salaries being provided by the other colleges of the same district.

The college will apply for KOUSHAL Scheme of UGC.

The college will approach for funds (MP and MLA LAD, NBDD) for new class rooms and other infrastructural development.

To set up computer lab, language lab and commerce lab for the development of the aspiring students. The college will provide the computerized accounting training for the B.Com students after consultation with the computer training institutions.

The college will encourage the faculty to participate in different seminars/workshops and to submit proposals to various funding agencies for extensive research activities.

To set up the NCC unit in the college.

To cope with the poor attendance rate and to cut off the drop-out rate, the college authority will make a plea to the District Magistrate for a vacant land to set up hostels.

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

To set up a Cheap Book Store in the college after consultation with the local book sellers.

A full proof system to be introduced in the college to monitor 75% attendance of every student in the college.

The college will set up another unit of NSS.

Name: SANAT KUMAR ADHIKARY

Name : DR. JAYEETA BASU

sd/- Sanat Kumar Adhikary

sd/- Jayeeta Basu

Signature of Coordinator, IQAC

Signature of the Chairperson, IQAC