

The Annual Quality Assurance Report (AQAR) of the IQAC : 2016-2017

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

I. Details of the Institution

1.1 Name of the Institution

CHANDIDAS MAHAVIDYALAYA

1.2 Address Line 1

KHUJUTIPARA

Address Line 2

P.S. NANOOR, BIRBHUM

City/Town

Bolpur

State

WEST BENGAL

Pin Code

731215

Institution e-mail address

cmahavidyalaya1972@gmail.com

Contact Nos.

08371069569

Name of the Head of the Institution:

DR. SK. ATAUR RAHAMAN

Tel. No. with STD Code:

Mobile:

09474614644

Name of the IQAC Co-ordinator:

SUBHAS SINGHA ROY

Mobile:

09474488201/ 8768088526

IQAC e-mail address:

cmahavidyalaya1972@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

WBCOGN14324

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)/18/A&A/13.2, 5.11. 2016

1.5 Website address:

www.chandidasmahavidyalaya.ac.in

Web-link of the AQAR:

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	C	1.95	23.3.2011	22.3.2016
2	2 nd Cycle	B	2.12	5.11.2016	4.11.2021
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

19.7.2011

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 2010-11 submitted to NAAC on 12-10-2011)

- AQAR _____ 09/02/2015 _____ (DD/MM/YYYY)4
- AQAR _____ 09/02/2015 _____ (DD/MM/YYYY)
- AQAR _____ 20/02/2015 _____ (DD/MM/YYYY)
- AQAR _____ 27/08/2015 _____ (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)

The University of Burdwan

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

DST Star Scheme

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (Specify)

UGC-COP Programmes

2.IQACComposition and Activities

2.1 No. of Teachers

06

2.2 No. of Administrative/Technical staff

01

2.3 No. of students	02
2.4 No. of Management representatives	00
2.5 No. of Alumni	00
2.6 No. of any other stakeholder and community representatives	01
2.7 No. of Employers/ Industrialists	00
2.8 No. of other External Experts	01
2.9 Total No. of members	11

2.10 No. of IQAC meetings held 03 (Three)

2.11 No. of meetings with various stakeholders:	No.	06	Faculty	04
	Non-Teaching Staff	01	Alumni	00
	Students		Others	01
2.12 Has IQAC received any funding from UGC during the year?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.	4	International	<input type="text"/>	National	1	State	<input type="text"/>	Institution Level	3
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(ii) Themes

1) Financial Inclusion in India, 2) How to Write Research Paper
3) Nirmal (Clean) Campus

2.14 Significant Activities and contributions made by IQAC

IQAC assisted the organizers in different ways to organize the national seminar. One (01) National Seminar, twelve (12) department seminars and three (03) were organized. Moreover, IQAC organized a workshop to acquaint the faculty members with the CBCS to be introduced from the new academic session.

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
1) To habituate the faculties to use ICT and modern teaching tools.	1) A) most of the faculties are now using PPT and projector in their classes. B) teaching module in a teaching software (Teaching Aid Software-TAS) along with class notes, question papers for

<p>2) Departmental seminars to be organized through out the session to raise the level of understanding of the students.</p> <p>3) Observation of important days to inculcate values.</p> <p>4) Another Virtual Classroom for better teaching</p>	<p>class tests and annual tests, students details etc is being followed.</p> <p>2) Twelve departmental seminars organized within the stipulated time.</p> <p>3) Independence Day, Teachers' Day, Republic Day, Plantation Day, NCC Day, Rabindra Jayanti, etc observed.</p> <p>4) College acceded the demands of virtual classroom and prepared the same with all modern equipments.</p>
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* 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 GB

Provide the details of the action taken

At the outset of the session, IQAC prepares a plan of action in its meeting to enhance quality in every sphere of the institution. Emphasis is given on the teaching learning and evaluation procedure. How to enhance the quality of teaching-learning system gets priority. Accordingly proposals are prepared in consultation with the departments, students and the college authority. Prioritizing the quality teaching-learning methodology, IQAC motivated the faculty members to be adept in using modern teaching methods like PPT, Projector, project work. Four such interactions were held during the session between the faculty members and IQAC. Department specific needs are taken care of. Moreover, a new virtual classroom is prepared to accommodate the demands of the departments. IQAC helped organize awareness generation programmes like gender issues, national culture and values, environmental degradation, health and personal hygiene through various cells and departments.

Research promotion and academic enrichment becomes a vital issues for effective teaching learning. This session, two research projects (1 major and 1 minor) are approved by UGC and ICHR. 18 papers are presented in the national and international seminars, IQAC Coordinator delivered lectures as Resource Person on two occasions, another faculty member was invited as resource person in one occasion. Besides, faculty members are regularly encouraged to participate different workshop, training programmes and seminars. 4 faculty members participated in Refresher/ Orientation or other courses. Participation in the national level rose significantly in this session. This proves that the vitality and significant contribution in the teaching, learning, research and awareness generation activities. In addition to that, IQAC ensures wide circulation of information to all the stakeholders- teaching and non-teaching, students and others. Moreover, maintenance of asset becomes a vital part of quality assurance. IQAC coordinates the entire departments to ensure the proper maintenance of equipments, resources and other asset.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	13	00	00	00
PG Diploma				
AdvancedDiploma				
Diploma				
Certificate				
Others				
Total	13	00	00	00
Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	
Trimester	
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.

YES, the university of Burdwan planned to switch over to CBCS from old pattern. Expectedly new curriculum and assessment system is placed for the new session (2017-'18).

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

NO. Institution is considering to introduce PG courses in select subjects.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
35	15	7		13

2.2 No. of permanent faculty with Ph.D.

8

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
04	5				1			04	05

2.4 No. of Guest and Visiting faculty and Temporary faculty

07

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	42	01
Presented papers	05	13	
Resource Persons	Nil	Nil	03

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

Modern teaching tools are being applied, Students' participation in teaching learning being promoted in the form of students seminars, mentoring system introduced, wall magazine being published to showcase the write-ups of the students.

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

228 days

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

NA

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

03

2.10 Average percentage of attendance of students

60%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Bengali (Hons)	38		10%	81%		
English (Hons)	17		12%	59%		
History (Hons)	18			50%		
Geography (Hons)	30		0.5%	70%		

Political Science (Hons)	02			100%		
Sanskrit (Hons)	12			09%		
Mathematics (Hons)	10			50%		
B .Sc General	01			00	00	00
B.A. (General)	186			51%	00	00

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

IQAC monitors starting from preparing class routine to internal evaluation. Teachers are regularly updated about the latest instructions and order. They are assisted to prepare teaching modules. Students are informed about the question pattern and accordingly supplied question papers, internal evaluations are taken and results are published in due time, students are apprised of their limitations and many departments supply model answer for their preparation. Workshops are held to encourage the faculty members to utilize power point presentations. Faculties are encouraged to prepare research papers and project proposals. Departmental seminars, students seminars, field survey, educational tours are organized to improve the teaching learning process.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	01
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	01
Others	01

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	15	00	00	01
Technical Staff	02	00	00	00

Criterion – III

3. Research, Consultancy and Extension

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

One of primary objectives of IQAC is enhance quality of the teachers and cultivate the culture of research and publication. In its conversation with faculties on different occasions, IQAC thrives to inculcate the values of academic upliftment through research and publication. Our institution forms a Research Promotion Committee comprising senior faculty members to motivate the young faculties to undertake research in any form. Moreover, IQAC succeeded to convince the authority to sanction seed money to the faculty members who are yet to get any financial assistance from any other agency for research activity.

3.2

	Completed	Ongoing	Sanctioned	Submitted
Number		01		
Outlay in Rs. Lakhs		3.35 Lakh		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	06	01		
Outlay in Rs. Lakhs	12.90 Lakh	3.00 Lakh		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	02	05	
Non-Peer Review Journals		01	03
e-Journals			
Conference proceedings		07	

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	2016-2018	ICHR	3.35 Lakh	
Minor Projects	2016-2018	UGC	3.00 Lakh	2.40 Lakh
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			6.35 Lakh	

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	<input type="text" value="NA"/>	CAS	<input type="text" value="NA"/>	DST-FIST	<input type="text" value="NA"/>		
	DPE	<input type="text" value="NA"/>		DBT Scheme/funds		<input type="text" value="NA"/>		
3.9 For colleges	Autonomy	<input type="text" value="NA"/>	CPE	<input type="text" value="NA"/>	DBT	<input type="text" value="NA"/>	Star Scheme	<input type="text" value="NA"/>
INSPIRE	<input type="text" value="NA"/>	CE	Any Other (specify)	<input type="text" value="NA"/>				

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		01			05
Sponsoring agencies		UGC			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 :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	00
	Granted	00
International	Applied	00
	Granted	00
Commercialised	Applied	00
	Granted	00

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
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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:

National level International level University level State level

3.22 No. of students participated in NCC events:

National level International level University level State level

3.23 No. of Awards won in NSS:

National level International level University level State level

3.24 No. of Awards won in NCC:

National level International level University level State 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

- Two sets of Solar lamps installed to reduce the use of conventional energy,
- Green campus drive to contribute for the betterment of environmental degradation,
- Health awareness programmes undertaken to make conscious of the students about personal sanitation.

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	142570 SQ	Nil	NA	142570 SQ
Class rooms	23200 SQ	Nil	NA	23,200 SQ
Laboratories	3000 SQ	Nil	NA	3000 SQ
Seminar Halls	900 SQ	Nil	NA	900 SQ
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	09	05	College Fund	14
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others(Smart Class Room)	02	01	Govt, of W.B.	03

4.2 Computerization of administration and library

Office is Semi computerized. Activities like admission, enrolment, registration, examination form fill up, results are fully computerized. Financial transaction is partly computerized. Accession and issuance of books in the library is done through computer. OPAC is introduced.

4.3 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	22166	55.99 Lac	Nil	Nil	22166	55.99 Lac
Reference Books	243	2.197 Lac	Nil	Nil	243	2.197 Lac
e-Books	97,000	0.05 Lac	Nil	Nil	97,000	0.05 Lac
Journals	16	0.1984 Lac	Nil	Nil	16	0.1984 Lac
e-Journals	6000+	0.05 Lac	Nil	Nil	6000+	0.05 Lac
Digital Database	01	0.30 Lac	Nil	Nil	01	0.30 Lac
CD & Video	86	0.2116 Lac	Nil	Nil	86	0.2116 Lac
Others (specify)	10	0.078 Lac	Nil	Nil	10	0.078 Lac

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	36	02	19	02	01	03	03	02
Added	02	00	01	02	00	08	10	03
Total	38	03	20	04	01	11	13	05

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

One computer laboratory is fully operational for students. Teachers use to impart computer training to the students apart from their regular assignments. Most of the computers are provided with internet facility. Workshops on PPT, e-resource accession, office management are conducted to familiar the faculty and non-teaching staff with the latest development.

4.6 Amount spent on maintenance in lakhs :

i) ICT	30,000
ii) Campus Infrastructure and facilities	10,000
iii) Equipments	16314
iv) Others	
Total :	56314

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC makes sure that all the necessary information reaches to the students. Scholarship, fees concession, government financial assistance, Kanyasree project, examination related information, career counselling, employment news etc are widely circulated.

5.2 Efforts made by the institution for tracking the progression

The progress of the students is measured by the departmental faculty members through test examinations result of which is communicated to the Academic council for consideration. Moreover, performance of the students is reflected in the final examination result which is also duly considered by the Academic council for broad policy measures.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others

(b) No. of students outside the state

Nil

Nil

(c) No. of international students

Men	No	%	Women	No	%
	965	52		867	48

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC & Muslim	Physically Challenged	Total
383	194	07	1246	02	1832	553	51	02	397	01	1004

Demand ratio Dropout %

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

Earlier UGC sponsored career counselling and coaching centre was in vogue. But our faculty members take additional responsibility to prepare our students for competitive examinations. Moreover, library provides information facility about the competitive examinations.

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

Although there is no established mechanism of career counselling and guidance but the teachers from time to time disseminate information regarding different job opportunities and career throughout the year.

No. of students benefitted

25

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
	Nil		12

5.8 Details of gender sensitization programmes

Two separate committees are formed to generate gender awareness among the students, these committees take appropriate measures in this direction. Under the directives of UGC, our institution sets up Equality Opportunity Cell and Sexual Harassment Prevention Cell to sensitize the students about gender related issues and to take appropriate measures if there is any complaints in this regard.

Cha

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	79	30,600/
Financial support from government	292	7300000/
Financial support from other sources	08	28,800/
Number of students who received International/ National recognitions	Nil	Nil

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

5.13 Major grievances of students (if any) redressed: *A large playing field & another drinking water facility.*

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: Committed to provide education for knowledge, wisdom and employability.

Mission: Education for all, irrespective of caste, creed, religion, sex & economic status.

6.2 Does the Institution has a management Information System

Institution maintains elaborate information system. Teaching, non-teaching and students are informed through wide circulation of notices. Institution maintains an updated website.

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

6.3.1 Curriculum Development

Institution does not have authority to intervene the curriculum design. Institutional view regarding curriculum done before the appropriate authority as when and opportunity comes. Besides, strategies are taken to develop the curriculum like a) Students seminar, b) Departmental seminar, c) Educational tour, d) publication of wall magazine, e) subject wise quiz competition.

6.3.2 Teaching and Learning

a) Mentoring system introduced, b) categorization of students through subject aptitude test, c) preparation of teaching plan, module and supply of reading materials.

6.3.3 Examination and Evaluation

a) Continuous assessment, class tests, periodical, annual test,
b) Departmental meeting to review the progress of the students.
c) Decisions are communicated to the Academic sub-committee accordingly.

6.3.4 Research and Development

a) Research Promotion Committee, b) Encourages the faculty members to pursue Ph.D, Major/minor Research Project, c) Encouraging to publish research papers, d) Participation in seminar/workshop, e) Publication of ISSN journal, f) Inviting scholars to interact with the faculty members in this regard.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library automation done, smart classroom and virtual classrooms (04), LCD projector based teaching method applied, accession facility of e-journals and e-books.

6.3.6 Human Resource Management

a)Faculties are encouraged to attend seminars, workshop, training and different course to make them updated, b)organizes seminar, workshop in the college.

6.3.7 Faculty and Staff recruitment

Full time faculty recruitment done directly by the government. Guest teachers are recruited directly by the institution from the duly candidates. Non-teaching staffs are recruited maintaining proper official procedure.

6.3.8 Industry Interaction / Collaboration

There is hardly any chance of placement or collaboration.

6.3.9 Admission of Students

Institution maintains free and fair admission procedure. For this Online admission and Counselling followed to maintain transparency.

6.4Welfare schemes for

Teaching	Thrift fund and cooperative loan facility
Non teaching	Thrift fund and cooperative loan facility
Students	Scholarship & freeship

6.5Total 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	College
Administrative				

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?

Not applicable

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not applicable

6.11 Activities and support from the Alumni Association

It's no denying the fact that our alumni association is not so active. But if the institution invites them in any meeting they attend and cooperate.

6.12 Activities and support from the Parent – Teacher Association

From this session we are getting moral support from the Parents and guardians. They attend the interface meeting with the teachers and suggest various proposals to improve the teaching learning procedure. Exchange of views are done on wide range of topics. College gives due importance to these views.

6.13 Development programmes for support staff

IQAC organizes workshop like Computerization of the office management, E-communication, E-prodan, E-pension, Online payment etc.

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

a) Rainwater harvesting and recharging system m introduced, b) Green campus, c) Solar panel set up to contribute to eco-friendly environment.

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.

Shifting from manual teaching to ICT based teaching.

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

Faculty members adopting ICT mode of teaching, mentoring system continued, students' seminars organized, wall magazine published, departmental seminars held, regular monitoring of students' performance, regular interaction with the faculty, non-teaching and college management, computerization of office and library management introduced, spoken English course introduced, feedback system running, free computer literacy introduced etc.

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

Best Practice: 01

1) **Regular Contact with the guardians**

Title of the Practice: Regular Contacts with Guardians

- 2) **Goal:** To exchange views with the guardians about the progress of their wards and other relevant issues.
- 3) **The Context:** Guardians of this area are mostly from peasant background and literacy rate among them are poor. They are hardly aware of the progress of their children and the infrastructural facilities and ambience of the institution. Their opinion proves to be vital for the development of the institution and over all progress of the students. Earlier contact with the guardians was infrequent and exchange of views was not so structured.
- 4) **The Practice:** IQAC proposed to the college authority to hold at least two meetings with the guardians. Accordingly meetings with the guardians were held last academic session. Guardians are informed through their wards and mobile messages. Enthusiastic guardians attend the meeting and valuable suggestions we get out of the meeting.
- 5) **Problems Encountered:** Initially reluctance among the guardians was noticed. After much persuasion they start thinking its importance and attending the meeting with vigour and enthusiasm.

Best Practice:02

- 1) Shifting from manual teaching to ICT based teaching
- 2) **Goal :** To habituate the faculty members with the newer and updated version of teaching methodology
- 3) **The Context:** Teaching-learning methodology changes every day. In this rapid changing scenario, faculty members have to be ready with the newer teaching tools. It's a challenge before the faculty members to cope up with the gen-next students. Besides, ICT based teaching method makes the class interesting than the conventional method.
- 4) **The Practice:** Earlier most of the classes were taken through conventional method using chalk and blackboard. Now IQAC resolved that at least 50% classes should be on the basis of ICT.
- 5) **Problems Encountered:** Although most of faculty members are accustomed with ICT based method but very few of the faculty members are not comfortable with ICT. Other faculty members took the lead and acquainted them with ICT.

7.4 Contribution to environmental awareness / protection

Installed Solar Panels to reduce the use of conventional energy, green campus drive for the betterment of environment, awareness generation programmes to make the students conscious of the environmental degradation etc.

7.5 Whether environmental audit was conducted? Yes No

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

8.Plans of institution for next year

1. Academic Audit
2. Upgradation laboratories
3. Shift from use of conventional energy to solar energy.
4. Skill based Certificate course.
5. Strengthening the Mentoring system.
6. Upgradation of play ground.

Name : **Subhas Singha Roy**

Name **Dr. Sk. Ataur Rahaman**

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC
