



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

Part A	
<b>Data of the Institution</b>	
<b>1. Name of the Institution</b>	CHANDIDAS MAHAVIDYALAYA
Name of the head of the Institution	Dr. Sk. Ataur Rahaman
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	09474488201
Mobile no.	9474614644
Registered Email	cmahavidyalaya1972@gmail.com
Alternate Email	subhasbabu73@gmail.com
Address	Khujutipara, P.O. Khujutipara, P.S. Nanoor, Dist: Birbhum
City/Town	Bolpur
State/UT	West Bengal
Pincode	731215

<b>2. Institutional Status</b>					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Rural			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Dr. Subhas Singha Roy			
Phone no/Alternate Phone no.		09474488201			
Mobile no.		9474488201			
Registered Email		cmahavidyalaya1972@gmail.com			
Alternate Email		subhasbabu73@gmail.com			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="http://www.chandidasmahavidyalaya.ac.in/images/uploads/AQAR%202017-2018.pdf">http://www.chandidasmahavidyalaya.ac.in/images/uploads/AQAR%202017-2018.pdf</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		<a href="http://www.chandidasmahavidyalaya.ac.in/images/uploads/academiccalender201819.pdf">http://www.chandidasmahavidyalaya.ac.in/images/uploads/academiccalender201819.pdf</a>			
<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C	1.95	2011	27-Mar-2011	26-Dec-2016
2	B	2.12	2016	05-Nov-2016	04-Nov-2021
<b>6. Date of Establishment of IQAC</b>			19-Jul-2011		
<b>7. Internal Quality Assurance System</b>					
Quality initiatives by IQAC during the year for promoting quality culture					

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
PPT	07-Aug-2018 2	78
Quality Teaching	10-Oct-2018 3	80

**8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Chandidas Mahavidyalaya	development Grant	UGC	2019 2	12000000
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

Social Harmony, Environment awareness generation

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
playground Upgradation	Under process
SHIFT FROM CONVENTIONAL ENERGY TO GREEN ENERGY	Twenty KV instaalled solar panel

UP GRADATION OF SCIENCE LAB	UNDER PROCESS				
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Name of Statutory Body</td> <td style="width: 50%;">Meeting Date</td> </tr> <tr> <td style="text-align: center;">Governing Body</td> <td style="text-align: center;">09-Jul-2019</td> </tr> </table>		Name of Statutory Body	Meeting Date	Governing Body	09-Jul-2019
Name of Statutory Body	Meeting Date				
Governing Body	09-Jul-2019				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2019				
Date of Submission	08-Feb-2019				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Library Mngement system				

### Part B

#### **CRITERION I – CURRICULAR ASPECTS**

##### **1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Institution meets the faculty members well before the commencement of the new session or semester to chalk out the plan to be executed for effective delivery of curriculum. Academic sub-committee after discussion resolves the steps to be taken for teaching-learning and evaluation process. Each department is appraised the required steps by the Principal and IQAC Coordinator. Normally new session starts with the Ice-breaking Session. There after subject aptitude test is taken to classify the students according to merit. Teaching plan is prepared accordingly. Department meets before the Ice-Breaking Session and distribute their respective duties and responsibilities. Students are appraised of every activities of the department in that session. Department activities are also placed before them for their convenience. IQAC Coordinator uses to present the quality initiatives taken by the institution before them. Even facilities and resources are duly informed to them so that they can work accordingly.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development

Nil Nil 04/07/2019 00 00 00

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
<b>No Data Entered/Not Applicable !!!</b>		
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### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA		23/07/2018
BCom		23/07/2018
BSc		23/07/2018

### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

## 1.3 – Curriculum Enrichment

### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	02/07/2019	0
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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA		24
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## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	
Employers	
Alumni	
Parents	Yes

### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
In every semester, when the institution holds internal test exams IQAC frames questions based upon NAAC guideline and makes requisite number of copies and distributes among the students. They are told to maintain neutrality while assessing the performance of the teachers. Each and every student is made to understand the meaning of the question and then is asked to assess. After their

assessment, question papers are collected, compiled and analyzed by the Coordinator, IQAC. That analysis is placed in the meeting of Feedback Management Cell for further study. The cell after thorough analysis, presents the report to the Principal. Principal then conveys the report to the individual teacher in one to one meeting. If there is any recommendation for improvement Principal asks the concerned teacher to do that. In the parents teachers meeting, feedback sometimes is taken verbally and sometimes taken written. All the feedback is given due importance.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA		1309	1687	846
BSc		291	56	41
BCom		195	2	0
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### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	887	0	32	0	0

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
43	36	10	5	3	5

#### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

We introduce the mentoring system in each department specially for the Honours students. All the semester students of each department is divided into the number of faculties available and place the students under one faculty members to look after their every kind of needs for the pursuance of academic objectives. Besides, mentor is also advised to take care of their future plan of action. Mentor makes a group in electronic media and at the same time informs the students about the group and the activities thereof. Each activity is duly documented.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
415	32	13

### 2.4 – Teacher Profile and Quality

#### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned	No. of filled positions	Vacant positions	Positions filled during	No. of faculty with

positions			the current year	Ph.D
26	21	5	1	9

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
<b>No Data Entered/Not Applicable !!!</b>			
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## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BASEM1	1st SEM	02/02/2019	24/06/2019
BSc	BSC1	1st SEM	02/02/2019	22/07/2019
BA	BA SEM2	2nd SEM	02/07/2018	08/08/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

After getting the students in the new session, we use to evaluate their understanding of their respective subjects by way of holding Subject Aptitude Test and classify them according to their level of understanding. There after class test, project, students seminars, group discussion and similar assessment is conducted to fathom their progress. Even in the parent teachers meeting their progress is discussed. Moreover, institution conducts internal test and the affiliating university conducts final exam.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic calendar prepared prior to the commencement of the session usually. In the Academic Calendar, detail of the schedule like number of classdays, holidays, working days, examination both institutional and university, are mentioned. Number of faculties subject wise, their qualification, designation, detail of noneaching staff are also inscribed. Besides, duties and responsibilities of the students are mentioned. Extracurricular and cocurricular activities also find place in the calendar. Fee structure is also mentioned. Detail dates of observation also inscribed.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.chandidasmahavidyalaya.ac.in/images/uploads/Result%20for%20NAAC.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the	Number of students passed in final year	Pass Percentage
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			final year examination	examination	
SEM Hons 1	BA		150	135	89
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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.chandidasmahavidyalaya.ac.in/ssr.php>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	00	NA	0	0
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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NA	NA	01/07/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	30/06/2019	00
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	30/06/2019
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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	English	1	00



International	Geography	1	00
National	Political Science	5	00
National	History	2	00
National	Library Science	9	00
International	ZOOLOGY	2	00

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
POLITICAL SCIENCE	2
LIBRARY AND INFORMATION SCIENCE	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	2019	0	NA	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	00	00	2019	0	0	00
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	2	0	0
Presented papers	1	4	0	0
Resource persons	0	0	0	9
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### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
REGULAR CAMP	NSS UNITS 1 2	2	190
SPECIAL CAMP	NSS UNITS 1, 2	2	96

AWARENESS GENERATION	NSS UNITS 1,2	2	350
BLOOD DONATION	NSS UNITS 1, 2	2	100
International YOGA Day Celebration	NCC	1	31
Swachhata Samaraha Inauguration ceremony	NCC	1	50
Beti Bachao Beti Porao	NCC	1	27
Swachhata Samaraha Closing Ceremony	NCC	1	42
Celebration of Independence Day	NCC	1	75
Republic Day Celebration	NCC	1	70
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NATIONAL INTEGRATION CAMP	PARTICIPATION	GOVT OF INDIA, MINISTRY OF YOUTH AND SPORTS	2
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
SWACHH BHARAT SUMMER INTERNSHIP 2.0	MINISTRY OF WATER AND SANITATION, GOVT OF INDIA	SWACHH BHARAT 2.0	2	50
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### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NA	00	NA	00
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab	Duration From	Duration To	Participant

		with contact details			
NA	NA	NA	28/04/2019	28/04/2019	00
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NA	28/04/2019	NA	0
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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1257000	1257000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar Halls	Existing
Laboratories	Existing
Others	Existing

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
KOHA	Partially	16.11.01	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	22615	5733700	150	43857	22765	5777557
e-Books	97000	5000	3135000	0	3232000	5000
Journals	16	19840	0	0	16	19840
e-Journals	6000	5000	0	0	6000	5000
CD & Video	86	21016	0	0	86	21016
Library Automation	1	30000	1	160000	2	190000
Reference Books	273	241700	13	2680	286	244380
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
BARUN BALL	PHILOSOPHY FOR VISION	YOUTUBE	10/05/2019

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	38	2	19	2	1	3	3	5	2
Added	0	1	0	2	0	3	9	5	1
Total	38	3	19	4	1	6	12	10	3

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS
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##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	<a href="#">00</a>

#### 4.4 – Maintenance of Campus Infrastructure

##### 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
6800	6790	204500	204557

##### 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

<p>At the outset of the session, several committees are formed in the staff council and teachers council meeting. The committees finally are approved in the Governing Body meeting. Committees like library, laboratory, building, development etc meet time to time to resolve the requirements and suggest accordingly. Even in the teachers council and staff council meeting any demand raised is taken care of. Any purchase or installation is made following the meeting resolution and formal technicalities.</p>
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#### CRITERION V – STUDENT SUPPORT AND PROGRESSION

##### 5.1 – Student Support

##### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	FREESHIP	133	39900

<b>Financial Support from Other Sources</b>			
a) National	GD BIRLA	6	36000
b) International	NA	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
NA	28/04/2019	0	NA
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	CAREER COUNSELLING	32	20	12	8
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	7

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA	0	0	00	0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	2	PG	POLSC	BU	PG
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
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No Data Entered/Not Applicable !!!

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
ANNUAL SPORTS AND GAMES	INSTITUTIONAL	350
INTERCOLLEGE SPORTS AND GAMES	UNIVERSITY	15
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	nil	National	0	0	00	00
2019	nil	Internatio nal	0	0	00	00

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students elect their own representative through secret ballot on the date resolved by the institutional election commission. Election is held with following the university and government statute. Once election is over, elected representatives elect or select their officebearers. Principal is exofficio president of the Students Union. The General Secretary of the students union is invited in several committees as members like Governing Body, Academic, Purchase, Building, Library, NSS, NCC, Development etc. Their opinion is given due importance.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

900

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

Usually alumni are invited in meetings to exchange opinions and views on the infrastructure and learning resources. Their suggestions and views are given due importance. Moreover, in several programmes they are invited and they remain present in those programmes. In this way alumni and institution continue their relation.

**CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 – Institutional Vision and Leadership**

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1) Teachers and Nonteaching Representatives to the institutional highest decision making authority Governing Body are selected/elected in the respective council meeting following due process 2) In the meeting of each committee members express their own views freely and their valuable decisions are taken care of.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Teaching and Learning	1) Module preparation, 2) Subject Aptitude test taken to classify the students and preparation of teaching accordingly, 3) Using ICT teaching methodology in class room teaching, 4) students feedback on the teaching of teachers and due steps are taken in this direction.
Examination and Evaluation	1) Subject Aptitude Test to classify the students and preparation of teaching plan, 2) Class tests like monthly, topic wise, project preparation, subject wise quiz etc taken.3) Students seminar.
Research and Development	Faculty members are inspired in various meetings to a) pursue research, b) publish papers,c) initiate for MRPs, d) paper presentation in seminars and conferences, e) attendance in seminars.
Library, ICT and Physical Infrastructure / Instrumentation	Library automation done, library card, issue and return of books are made through automated system,computer with internet facility installed to access online resources, computer labs, browsing centre, available for the students and the teachers, sufficient number of class rooms available, 3 ICT enabled and AC class rooms , 2 seminar halls with modern facilities, large playground prepared recently, laboratory updated regular interval,
Human Resource Management	Although institution does enjoy the authority to appoint full time teachers, guest teachers are appointed by the institution keeping its requirement in mind from the qualified candidates available. Teachers are entrusted other institutional responsibilities apart from academic assignments as per their skill and

	inclinations. Several committees are formed to perform various activities and monitor the functions. Mentoring system is in vogue to counselling the students.
Admission of Students	Admission to the various courses is done solely through online. Students need not come in the institution for admission. They get admitted according to the merit list generated online. If any students find any problem of form submission or related issues, helpline is open for them to sort out.
Curriculum Development	Although curriculum is imposed upon us by the affiliating university, institution does not enjoy any liberty to incorporate anything into curriculum. But the faculties of the institution present their views in several workshop on curriculum design. Once a curriculum is received, respective departments distribute the syllabus in the departmental meeting, prepare their teaching plan and module, intimation to the students accordingly, students seminar, mentoring the students, counselling them etc followed.

#### 6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	Website with updated information is maintained.
Finance and Accounts	Financial Management Software installed for any type of financial transaction
Student Admission and Support	Students admission is made through online system. No student is admitted to offline. Separate provision is made in the website for admission.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	NA	NA	NA	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional	Title of the administrative	From date	To Date	Number of participants	Number of participants
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	development programme organised for teaching staff	training programme organised for non-teaching staff			(Teaching staff)	(non-teaching staff)
2019	Use of Power Point in the classroom	How to Software	09/01/2019	09/01/2019	32	10
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
REFRESHER	1	23/01/2019	17/02/2019	28
REFRESHER	1	27/02/2019	26/04/2019	21
REFRESHER	1	13/05/2019	10/06/2019	28
Seven Day Workshop on Counselling	1	25/08/2018	31/08/2018	07
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	1	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
THRIFT FUND	THRIFT FUND	FREESHIP

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

<p>The financial audit is done by the government. Government appointed auditor comes in the institution and does audit every year. Despite college has its own mechanism to cross check the financial activities through several means like finance committee in which government nominated member is included. Principal himself day to day check the financial transaction. Moreover, recently under the request of the IQAC, institution install Finance Management Software to make the financial transaction more transparent and fair.</p>
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
00	0	00
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## 6.4.3 – Total corpus fund generated

0000000

**6.5 – Internal Quality Assurance System**

## 6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Inspector of Colleges, Burdwan University	Yes	IQAC
Administrative	Yes	Inspector of colleges, Burdwan University	Yes	IQAC

## 6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1) Exchange of opinion, 2) Keeping them informed about the progress of their wards, 3) Keeping them aware about the available resources infrastructure and human, 4) Keeping them informed about the rules and regulation of the institution and the academic session.

## 6.5.3 – Development programmes for support staff (at least three)

1) Thrift fund for financial assistance during crisis period, 2) workshop and seminars for keeping the updated, 3) Guest room for taking rest in times of any difficulty

## 6.5.4 – Post Accreditation initiative(s) (mention at least three)

1) Emphasis on students better performance in the exam, 2) Initiative taken to introduce job oriented courses in the campus free of cost, 3) Initiative taken to introduce PG courses.

## 6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	
c) ISO certification	
d) NBA or any other quality audit	

## 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	How to use PPT in Classroom	12/10/2018	09/01/2019	09/01/2019	32
2018	Value Education for Professionals	12/10/2018	30/01/2019	30/01/2019	100
2019	Promotion of and Motivation	06/07/2018	13/02/2019	13/02/2019	26

	in Research				
2019	Departmental Exhibition	12/10/2019	28/02/2019	28/02/2019	116
2019	Workshop on MOOC	26/03/2019	04/04/2019	04/04/2019	23

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
BA	04/10/2018	04/10/2018	45	35

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
As the institution installed 20 kv solar panel with the help of government, most of our power consumption is met out it. Electricity Bill is almost nil. The surplus power (institutional consumption total power generated) generated out of the solar panel is used by the electricity board. This is a major achievement towards our mother earth. We maintain a green and clean campus, plant trees under the initiative of NSS are another small strides towards the environment. Moreover, waste from the science laboratories are managed following standard procedure.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Any other similar facility	Yes	3

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	0	0	25/11/2018	0000	Nil	NA	0

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Awareness generation	24/06/2018	We publish some instruction about what to do in the campus for the students only.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
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Nabi Divas: Universal Brotherhood Message	14/12/2018	14/12/2018	325
Value Education in Professional and Persona Life	30/01/2019	30/01/2019	100

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1) Green campus is our pride. Institution maintains the plants and trees in the campus. 2) Every year plantation programme is undertaken by NSS. 3) Moreover, chemical waste and other waste is properly managed as per the standard procedure. Solar panel is installed to reduce the dependency on the conventional energy. 4) Awareness generation is another significant step for ecofriendly initiative. NSS and NCC undertake such important programme in the locality to make the locales aware about the importance of trees and plants. 5) Besides, class teachers motivate the students about the importance of green drive.

## 7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1) ICE BREAKING SESSION, 2) DEPARTMENTAL AND INDIVIDUAL ACTIVITIES PERFORMANCE APPRAISAL

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.chandidasmahavidyalaya.ac.in/images/uploads/Best%20practice1%202018-19.pdf>

## 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Our institution thrives to promote social harmony, universal humane values and national integration among the students. In this direction several orientation and awareness generation programmes are taken. In this age of neoliberalism fellow filling and cooperation are hardly seen. We can claim that our students and staffs nurtured values of cooperation and fellow filling. it is distinctively seen in our institution.

Provide the weblink of the institution

<http://www.chandidasmahavidyalaya.ac.in/images/uploads/Institutional%20Distinctiveness.pdf>

## 8.Future Plans of Actions for Next Academic Year

1. Academic Audit: for better academic performance, 2. InterDepartment Faculty Exchange for interesting teaching and learning, 3. Introduction of PG in select subjects, 4. Introduction of Job Oriented courses for the employment of our pupils.