

KABI SUKANTA MAHAVIDYALAYA

Hooghly, West Bengal, PIN-712221

Part – A

I. Details of the Institution

1.1 Name of the Institution

KABI SUKANTA MAHAVIDYALAYA

1.2 Address Line 1

P.O.-ANGUS, DT.HOOGHLY-

Address Line 2

712221

City/Town

BHADRESWAR

State

West Bengal

Pin Code

712221

Institution e-mail address

sukantacollege@gmail.com

Contact Nos.

033-2633-6184

Name of the Head of the Institution:

Dr.GOUR KUMAR KUNDU

Tel. No. with STD Code:

033 2685 2618

Mobile:

9432090604

Name of the IQAC Co-ordinator:

Prof. KINKI CHATTOPADHYAY

Mobile:

9830105368

IQAC e-mail address:

kinkichattopadhyay@yahoo.co.in

1.3 NAAC Track ID

WBCOGN13289

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)

1.5 Website address:

Web-link of the AQAR:

www.ksmv.info/AQAR2014-15.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C++		2007	2012
2	2 nd Cycle	B		2015	2020
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

05.03.2006

1.8 AQAR for the year

2014-15

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR 2009-2010 submitted to NAAC on (01/03/2012)
- ii. AQAR 2010-2011 submitted to NAAC on (02/12/2014)
- iii. AQAR 2011-2012 submitted to NAAC on (02/12/2014)
- iv. AQAR 2012-2013 submitted to NAAC on (02/12/2014)
- v. AQAR 2013-2014 submitted to NAAC on (02/12/2014)

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)

UGC Sponsored Travel and Tourism Management (Self Financing)

1.12 Name of the Affiliating University (for the Colleges)

University of Burdwan

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

Autonomy by State/Central Govt. / University

N.A.

University with Potential for Excellence

N.A.

UGC-CPE

N.A.

DST Star Scheme

N.A.

UGC-CE

N.A.

UGC-Special Assistance Programme

N.A.

DST-FIST

N.A.

UGC-Innovative PG programmes

N.A.

Any other (Specify)

N.A.

UGC-COP Programmes

N.A.

2. IQAC Composition and Activities

2.1 No. of Teachers

11

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and community representatives

1

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

1

2.9 Total No. of members

19

2.10 No. of IQAC meetings held

05

2.11 No. of meetings with various stakeholders:

No.

10

Faculty

04

Non-Teaching Staff

02

Students

02

Alumni

02

Others

02

2.12 Has IQAC received any funding from UGC during the year?

Yes

No

If yes, mention the amount

N.A.

2.13 Seminars and Conferences (only quality related)

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

Total Nos. NA International National State Institution Level

(ii) Themes

Workshop on Self Defence –th 6April 2015
Seminars on – ‘Protection for Women’ – 7th April 2015

2.14 Significant Activities and contributions made by IQAC

The IQAC has recommended for our college faculties to visit some of the other institutions in the surrounding so that our college gets an idea about the modern equipment’s that can be used for teaching purpose. The IQAC has also introduced spoken English classes for the benefit of students. Recommendations to visit some adjacent Institutions, to purchase some teaching friendly modern equipment’s, introduction of Communicative English

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
<ol style="list-style-type: none"> 1. IQAC planned to implement the recommendations made by NAAC Peer Team during its visit to the college in April 2015 2. Planning to introduced distance education courses of IGNOU 	<ol style="list-style-type: none"> 1. New classrooms and laboratories have been built 2. A Certificate Course in Functional/Communicative English has been introduced, Graphic Designing and Recitation and Proof reading has been introduced.

Academic Calendar of the year 2014-15 (See Annexure-1)

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

Plan :

1. Infrastructure: IQAC recommended the college authority to (a) increase the number of class rooms (b) set up laboratory for the Computer Science and Physical education and improve the facilities in the geography of the existing Geography Lab. (c) Enhance infrastructural facilities for indoor and outdoor games.
2. Office Management : IQAC advised the college authority to computerize the office management and give computer training to the non-teaching staff in order to enhance this efficiencies provide quicker service to the students.
3. Academic Excellence : (i) IQAC advised the various departments to organize seminars and workshops in greater number. (ii) It was decided that the faculties would be encouraged to participate in national/international level seminars in greater number. (iii) The college authority

would be advised to introduce the Science programmes and/or job-oriented subjects for the benefit of the students of the locality. It had been a long standing demand of the local people.

4. Students Support/Progression : IQAC proposed to introduce job-oriented and skill enhancing courses for the students as per recommendation of the NAAC Peer Team.

5. Extension Activities/Outreach Programme: The IQAC recommended to the NSS and NCC units in the college to undertake various outreach programmes in order to bridge the gap between the college and the community, and sensitize the students to the socio-economic problems of the local people and train them in social and communal service.

Achievement :

1. Infrastructure : (i) 3 new class rooms and 1 laboratory (for Computer Science) have been built/set up during this session. The college has spent Rs. 19 lakhs to the purpose. (ii) New equipments (including computers) have been purchased at the cost of Rs. 62thousands. (iii) A cycle shed for the students has been built up.

2. Office Management : The College office has been partly computerized and some members of the Non-teaching staff have been given computer training.

3. Academic Excellence : (i) B.B.A. (Honours) was introduced as a self-financing course. (ii) Two state level seminars were organized on (a) The impact of Assessment and Accreditation by NAAC (24 April, 2009) (b) Human Rights and Human Development in India (25 April, 2009). (iii) A number of full time and Part-time teachers participate in state and national level seminars (36) and presented academic papers some teachers also published papers and books. (iv) Students' seminars and subject oriented Quiz contests have been organized all Honours departments. (v) Term tests have been taken by all the departments . (vi) Well magazines have been published by all Honours and some Pass departments.

4. Students Support/Progression: (i) Remedial coaching classes have been arranged for weaker students. (ii) A certificate course in Functional/Communicative English has been introduced during this session.

5. 5. Extension Activities/Outreach Programme: The NSS units of the college undertook a number of extension activities and outreach programmes during this academic session these include meetings with the villagers' to create general awareness about the evils of early marriage of girls, drug abuse and about the necessities of following some basic health practices. The NSS volunteers also staged a street drama in the adopted village to make the villagers aware of their responsibility in keeping their surrounding clean (Swachh Bharat Programme)

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	02		02	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				02
Others				
Total	02	01	02	

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	
Trimester	
Annual	10

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

Analysis of the feedback : See Annexure-IV

- 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

NA

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

Women Cell,

Criterion – II

2. Teaching, Learning and Evaluation

- 2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
11	07	04	--	01

- 2.2 No. of permanent faculty with Ph.D.

04

- 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
0	12								12

- 2.4 No. of Guest and Visiting faculty and Temporary faculty

10

0

0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	2	4
Presented papers	1	2	4
Resource Persons	0	0	0

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

The institution has adopted a number of innovative processes and techniques in Teaching and Learning, e.g. combination of lecture method and other methods such as e-classes, use of charts and maps, smart boards, organising students' seminars. This has also enhanced the teachers' competence to promote learner participation, identify weaker students and arrange remedial coaching classes for them, as a result these remedial classes have been very helpful for students in fetching good results.

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

224

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

Nil

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

Nil

Nil

Nil

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	Total no. of students Passed	Division				Pass %
			Distinc tion %	I %	II %	III %	
B.A. (Hons. in Bengali)	41	31		1	30		75.60
B.A. (Hons. in History)	16	07			07		43.75
B.A. (Hons. in English)	30	10		1	09		33.33
B.A. (Hons. in Sanskrit)	10	03			07		30.00
B.A. (Hons. in Geography)	29	17			12		58.62
B.Com (Hons. in Accountancy)	09	04			05		44.44

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

IQAC in its meeting with the faculty members advises them to convene Annual Plan Meeting at the beginning of each session, assign syllabus to the departmental teachers, prepare time schedule for term tests & to convene term review meetings. It also collects annual reports from the departments and assesses their performance and progress. IQAC also suggests the departments to organize e-classes, seminars, educational tours & excursions. In this way IQAC monitors and evaluates the teaching & learning processes of the college.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	00
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	01
Others	00

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	04		---	
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC regularly meets with the teachers and advises them to publish anthology of research articles, academic papers, wall magazine and participate in refresher and orientation courses. It also suggests the heads of the departments to apply to the UGC for funds to organize national level seminars and subject related workshops in the college, to encourage their departmental colleagues to participate and present papers in seminars held elsewhere and submit proposal for minor research projects. Moreover, IQAC persuades the college authority (the Principal and the Governing Body) to sanction leave and necessary funds to the faculties to facilitate such activities. These are some of the initiatives taken by the IQAC to sensitize and promote research climate in the college.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	02	03	01
Outlay in Rs. Lakhs	87000.00	4laks 45000.00	5.32	87000.00

3.4 Details on research publications

	International	National	Others
Peer Review Journals	01	06	Nil
Non-Peer Review Journals	Nil	Nil	14
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	Nil	10

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	Nil	N.A.	N.A.	N.A.
Minor Projects	Nil	N.A.	N.A.	N.A.
Interdisciplinary Projects	Nil	N.A.	N.A.	N.A.
Industry sponsored	Nil	N.A.	N.A.	N.A.
Projects sponsored by the University/ College	Nil	N.A.	N.A.	N.A.
Students research projects <i>(other than compulsory by the University)</i>	Nil	N.A.	N.A.	N.A.
Any other(Specify)	Nil	N.A.	N.A.	N.A.
Total	Nil	N.A.	N.A.	N.A.

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 : **N.A.**

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	Nil	Nil	Nil	Nil
Sponsoring agencies	Nil	Nil	Nil	Nil.	Nil

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	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

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:

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

The college has always encouraged the students to keep the surroundings clean and green by planting more trees, this has also brought in a sense of responsibility in students to work towards a greener tomorrow. The college had also organised a special camp in the surrounding villages to bring about an awareness among them in keeping their surroundings clean by having a 'plastic free zone'. There was also another camp organised at university level to encourage, strive and support the green revolution for a better tomorrow.

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	40 Kattha	N.A.	Donation	40 Kattha
Class rooms	17	03	W.B. & UGC	20
Laboratories	01	00	UGC	01

Seminar Halls	-	01	-	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		05	UGC	05
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

Already done in 2007

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value(Rs.)	No.	Value(Rs.)	No.	Value(Rs.)
Text Books & Reference Books	16481	3391967.00	1712	420962.00	18193	3812929.00
e-Books*	93809	5725.00	---	----	93809	5725.00
Journals & Periodicals	06	15504.00	---	----	06	15504.00
e-Journals*	6247	5725.00	---	----	6247	5725.00
Digital Database	---	----	----	----	----	----
CD & Video	47	---	---	---	---	
Others (Magazine)	13	---	---	---	---	4636.00

* INFLIB NET. – E RESOURCES - NLIST

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	11	----	01	----	----	08	01	02
Added	21	01	06	01	----	00	04	17
Total	32	01	07	01	----	08	05	19

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

Already done 2007

4.6 Amount spent on maintenance in lakhs :

i) ICT

6,85,780.00

ii) Campus Infrastructure and facilities

Nil

iii) Equipments

3,45,000.00

iv) Others

5,530.00

Total : **10,36,310.00**

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC organised meetings with the students to enhance their awareness about student support services like student health home, Xerox facility inside the campus which are available in the college. Available support services are also notified for the benefit of the students. Moreover, information about these services and regular notices are also displayed on the website of the college.

5.2 Efforts made by the institution for tracking the progression

The tracking for the progression of students is usually done by the Formation of Alumni Associations. All ex-students are requested to keep in contact with the institution for getting feedback from them for the betterment of college and the benefit of the current students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1614	N.A.	N.A.	N.A.

(b) No. of students outside the state

0

(c) No. of international students

0

Men	No	%	Women	No	%
	847	52.47		767	47.53

Last Year (2013 -2014)						This Year (2014 -2015)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1351	229	27	39	---	1646	939	394	36	93	----	1614

Demand ratio : 83% Dropout : 25%

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations : **College has no search mechanism.**

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

5.6 Details of student counselling and career guidance

No. of students benefitted

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
N/A	N/A	N/A	N/A

5.8 Details of gender sensitization programmes

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		
Financial support from government		
Financial support from other sources		
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:

The students had a hard time in getting photo-copies of the notes and other materials as the Xerox shop was located far from the college campus, considering this, now the college has put up a Xerox shop inside the college campus so that the students are majorly benefited from this.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

Mission:

- To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;
- To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions

6.2 Does the Institution has a management Information System

1. Through Website 2. Through Advertisements in the News papers

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

6.3.1 Curriculum Development

Since the college does not develop any curriculum but simply follows/implements the one framed by the university, the question of adapting quality improvement strategies for curriculum development does not arise.

6.3.2 Teaching and Learning

Although the syllabi are not framed by the college but by the university to which it is affiliated to, each department adapts some innovative processes in teaching and learning. First of all, at the beginning of each academic session the faculties of each department meet for term-wise allocation of syllabus assignments, contents, fix dates for the term-end tests and prepare the academic calendar of that session. Secondly, the department organizes students' seminars, quiz contests etc.. They subscribe to e-journals. Multiple choice questions are also set in the term-tests to encourage the students to read the text books thoroughly which will help them get good results in the exams.

6.3.3 Examination and Evaluation

The college serves as centre for the university examinations each year, the college also conducts class tests and term tests to evaluate the academic progress of the students. The answer scripts of these tests are shown to the students and their progress reports are sent to the guardians .The college has also introduced Open Book Tests, MCQ Tests to encourage students to read the text books thoroughly for the exams.

6.3.4 Research and Development

3 MRPs are Ongoing, Pursuing Ph D. – 07

6.3.5 Library, ICT and physical infrastructure / instrumentation

Computer, Internet, Smart Boards with Projectors, Open Wifi facility, Introduction of Solar Panels, Water Cooler, AC, smoke alarm, CC camera.

6.3.6 Human Resource Management

Computer and smart board usage Workshop by WEBEL (Govt. Of West Bengal) and Workshop Self Defence

6.3.7 Faculty and Staff recruitment

Faculty and staff are recruited transparently as per Government norms/rules.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

Admission of students is done online exclusively on merit basis.

6.4 Welfare schemes for

Teaching	G.S.L.I.S
Non teaching	G.S.L.I.S
Students	Student Health Home .

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) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	N.A.	Yes	Teachers Council
Administrative	No	N.A.	Yes	Teachers Council

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?

N.A.

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

N.A.

6.11 Activities and support from the Alumni Association

The alumni meet is held every year so that the current students are given suggestions from the alumni to improve themselves academically. They are also given suggestions from the ex-students who are in the corporate sector as to how one can face the corporate world outside. These suggestions will help the students to brace themselves for a successful career once out of college.

6.12 Activities and support from the Parent – Teacher Association

As such there is no Parent-Teacher Association in the college. But each department arranges meetings with parents from time to time to update them about the students' academic progress and discuss various students' related issues. The IQAC, however feels the need to form a Parent-Teacher Association which will work for the development of the students and the College.

6.13 Development programmes for support staff

Computer Training has been provided to the support staff.

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

The college encourages the students to plant more and more trees to contribute their fair share for a greener tomorrow. The college is also adapting a concept of 'plastic free zone' in and around the campus. The college had also organised special camps in the neighbouring villages to bring about awareness among them and also to encourage them to keep their surroundings green and clean for a better tomorrow

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.

The college has conducted remedial coaching classes for the students which have given way to better results in the examinations.

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

See annexure V

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

See Annexure-III

****Provide the details in annexure : See Annexure-III***

7.4 Contribution to environmental awareness / protection

7.5 Whether environmental audit was conducted? Yes No

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

Refer to annexure II

8. Plans of institution for next year

To construct tech savvy seminar hall in the college to hold different level seminars , To increase the number of class rooms, to modernised Geography laboratory and computer laboratory for commerce.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure-I

Academic Calendar for the year 2014 – 2015

Academic Calendars for the year 2014-2015(From 1 st July, 2014 to 30 th June, 2015)						
First Term : 01.07.2014 to 19.10.2014						
Month	Week-wise	Dates in the week	Nos. of Holidays	Nos. Of no-class days	Nos. Of days available for holding classes, class Tests Admissio n work etc.	Remarks
1	2	3	4	5	6	7
July '14	1st	July (1-5)	0 day ; Sunday	0 day	5 days	
July '14	2nd	July (6-12)	1 day ; Sunday- 06.7.14	1 day	6 days	

July '14	3rd	July (13-19)	1 day ; Sunday- 13.7.14	1 day	6 days	
July '14	4th	July (20-26)	1 day ; Sunday- 20.7.14	1 day	6 days	
July-Aug. '14	5th	July 27-Aug.02	Sunday-27.7.14 2 days; Id-Ul-Fitar- 29.7.14,	2 days	5 days	
Aug. '14	6th	Aug. (03-09)	Sunday-03.8.14	1 day	6 days	
Aug. '14	7th	Aug. (10-16)	2 days; Independence Day 15.8.14, Sunday- 10.8.14	2 days	5 days	
Aug. '14	8th	Aug. (17-23)	1 day ; Sunday-17.8.14	1 day	6 days	
Aug. '14	9th	Aug. (24-30)	Sunday-24.8.14	1 day	6 days	
Aug.-Sept. '14	10th	Aug, 31 - Sept. (2-6)	1 day ; Sunday-31.8.14	1 day	6 days	
Sept. '14	11th	Sept. (7-13)	1 day ; Sunday-07.9.14	1 day	6 days	
Sept. '14	12th	Sept. (14-20)	2 days ; Sunday-14.9.14 Viswakarma Puja-17.9.14	2 days	5 days	
Sept. '14	13th	Sept. (21-27)	2 days ; Sunday-21.9.14 Mahalaya – 23-09-2014	2 days	5 days	
Sept.-'14	14th	Sept.28-29	1 day ; Sunday-28.09.14	1 day	1 day	
Puja Holidays from 30.09.2014 to 25.10.2014						
Oct. - Nov. '14	15th	Oct. (26-31) – Nov.1	Sunday-26.10.14 4 days Puja Vacation	5 days	2 days	
Nov. '14	16th	Nov. (02-08)	1 day ; Sunday-02.11.14 1 day Puja Vacation Muharam – 04-11-2014 Guru Nanak's Birthday- 06-11-2014	4 days	3 days	
Nov. '14	17th	Nov. (09-15)	Sunday-09.11.14	1 day	6 days	
Nov. '14	18th	Nov.16-Nov.22	Sunday-16.11.14	1 day	6 days	
Nov. '14	19th	Nov. (23-29)	Sunday-23.11.14	1 day	6 days	
2nd Term : From 06.11.2014 to 31.12.2014						
Nov. '14 –Dec 14'	20th	Nov. 30 – Dec. 6	Sunday-30.11.14 College Foundation Day – 06-12-14	2 days	5 days	
Dec. '14	21th	Dec. (07-13)	1 day ; Sunday- 07.12.14	1 day	6 days	

Dec. '14	22nd	Dec. (14-20)	1 day ; Sunday- 14.12.14	1 day	6 days	
Dec. '14	23rd	Dec. (21-27)	2 days ; Sunday- 21.12.14 X-Mas Day – 25.12.14	2 days	5 days	
Dec. '14-Jan. '15	24th	Dec. (28-31) Jan (1 -3)	2 days ; Sunday- 28.12.14 New Years Day – 01.01.15	2 days	5 days	
Jan. '15	25 th	Jan. (4-10)	1 day ; Sunday- 4.1.15	1 day	6 days	
Jan. '15	26th	Jan. (11-17)	1 day ; Sunday- 11.01.15	1 day	6 days	
3 rd Term : 01.01.2015 to 30.06.2015						
Jan. '15	27th	Jan. (18-24)	2 days; Sunday-18.01.15 & Netaji's Birth Day 23.1.15	2 days	5 days	
Jan. '15	28th	Jan. (25-31)	2 days ; Sunday-25.1.15 Republic Day--26.1.15	2 days	5 days	
Feb. '15	29th	Feb. (1-7)	1 day ; Sunday-01.2.15,	1 day	6 days	
Feb. '15	30th	Feb. (8-14)	1 day ; Sunday-08.2.15,	1 day	6 days	Online Test Exam
Feb. '15	31st	Feb. (15-21)	1 day ; Sunday-15.2.15	1 day	6 days	Online Test Exam
Feb. '15	32nd	Feb. (22-28)	1 day ; Sunday-22.2.15	1 day	6 days	
Mar. '15	33rd	Mar. (1-7)	3 days ; Sunday-01.3.15 Doljatra- 05.03 – 06.03.15	3 day	4 days	
Mar. '15	34th	Mar. (8-14)	1 day ; Sunday-08.3.15	1 day	6 days	
Mar. '15	35th	Mar. (15-21)	1 day ; Sunday-15.3.15	1 day	6 days	
Mar. '15	36th	Mar. (22-28)	1 day ; Sunday-22.3.15	1 day	6 days	Test Exam
Mar. '15 – Apr.15	37th	Mar. (29-31), Apr.(1-4)	2 days ; Sunday -29-03-15 Good Friday – 03.04.15	2 days	5 days	
Apr. '15	38th	Apr.(05-11)	1 day ; Sunday-05.04.15	1 day	6 days	
Apr. '15	39th	Apr.(12-18)	3 day ; Sunday-12.4.15 Chaitra Sankranti 14.4.15, Bengali New Year's Day 15.4.15	3 days	4 days	
Apr. '15	40th	Apr. (19-25)	1 day ; Sunday-19.04.15	1 day	6 days	

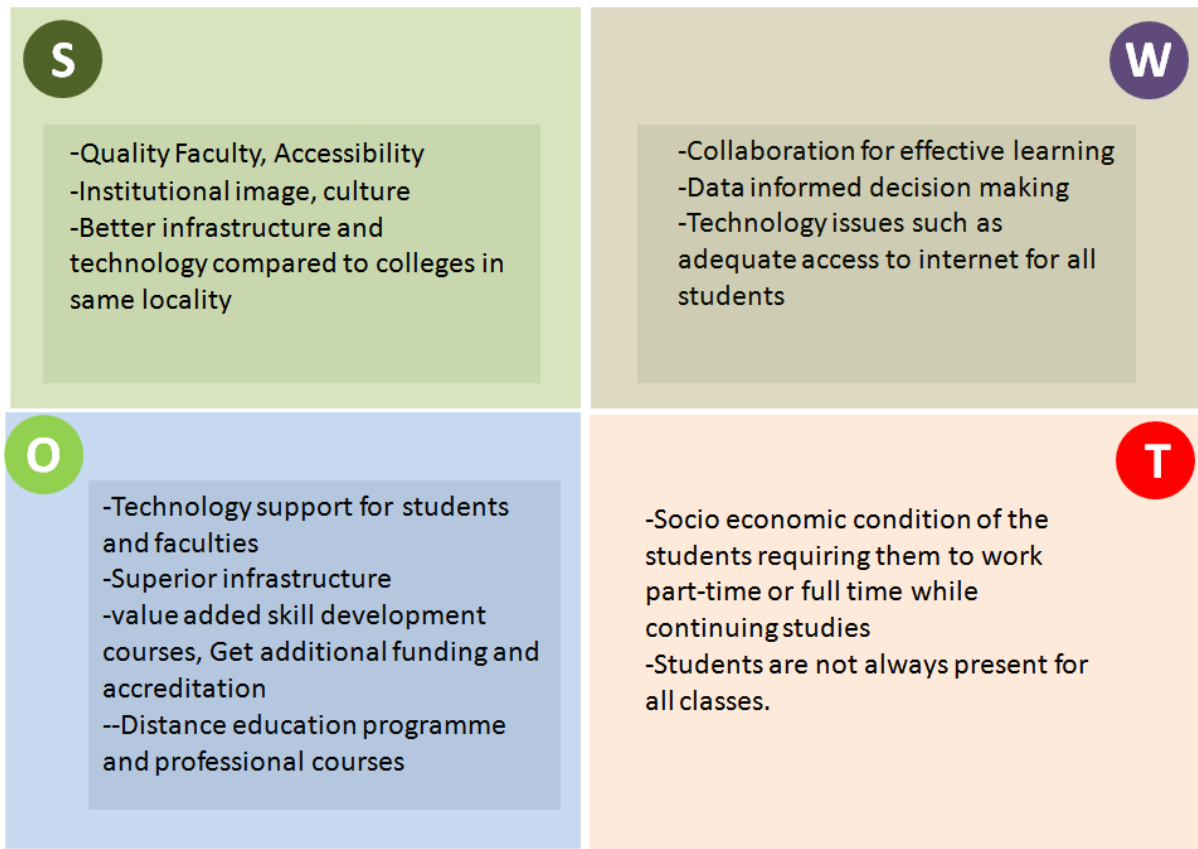
Apr. '15 – May. '15	41st	Apr. (26-30) – May. (1-2)	2 days ; Sunday-26.4.15 May day – 01.05.15 27-29 NAAC Visit in the College	2 days	5 days	Part-III Exam.
May '15	42nd	May. (03-09)	2 days ; Sunday-03.05.15 Rabindra Jayanti – 09.05.15	2 days	5 days	Part-III Exam.
May '15	43rd	May. (10-16)	1 day ; Sunday-10.5.15	3 days	4 days	Part-III Exam.
May '15	44th	May. (17-23)	1 day ; Sunday-17.5.15, Summer Recess- 15.5.15,	1 day	6 days	Part-III Exam.
May '15	45th	May (24-30)	Summer Recess	3 days	4 days	Part-III Exam.
May '15-June '15	46th	May -31, June (1-06)	Summer Recess	7 days	Nil	
June '15	47th	June (7-13)	Do	7 days	Nil	
June '15	48th	June (14-20)	Summer Recess up to 16.06.15	3 days	4 days	.
June '15	49th	June (21-27)	1 day ; Sunday-21.6.14	1 days	6 days	
June '15	50th	June (28-30)	1 day ; Sunday-15.6.14	1 day	6 days	Part-I Exam.
Total					253 days	

Academic Calendar 2014-15

Particulars	Day(S)	Day(S)
Total number Of days available for holding classes, Class Tests, Admission Works etc.	253 - 29	224
College Examinations (Test Examination)	20	
Annual Sports	1	
Annual Social	1	
Freshers' Welcome	1	
Foundation Day	1	
Students' Election/ Election of Student Union	1	
Principal's Discretion, if applied-used	4	
Total	29 days	

annexure II

SWOT ANALYSIS



Annexure III

Best Practice

Practice #1

Title

Environmental awareness

Goal

To create awareness about the environment among the student community.

The Context

Due to the socio-economic background of our students, we have observed a general lack of awareness about the environment.

The Practice

We try to create a general awareness on how important it is to preserve the environment by having a plastic free zone in and around the campus, we also encourage students to plant trees so that we have a greener and a cleaner tomorrow.

We have also conducted workshops in the college to create general awareness about the environmental biodiversity.

Evidence of Success

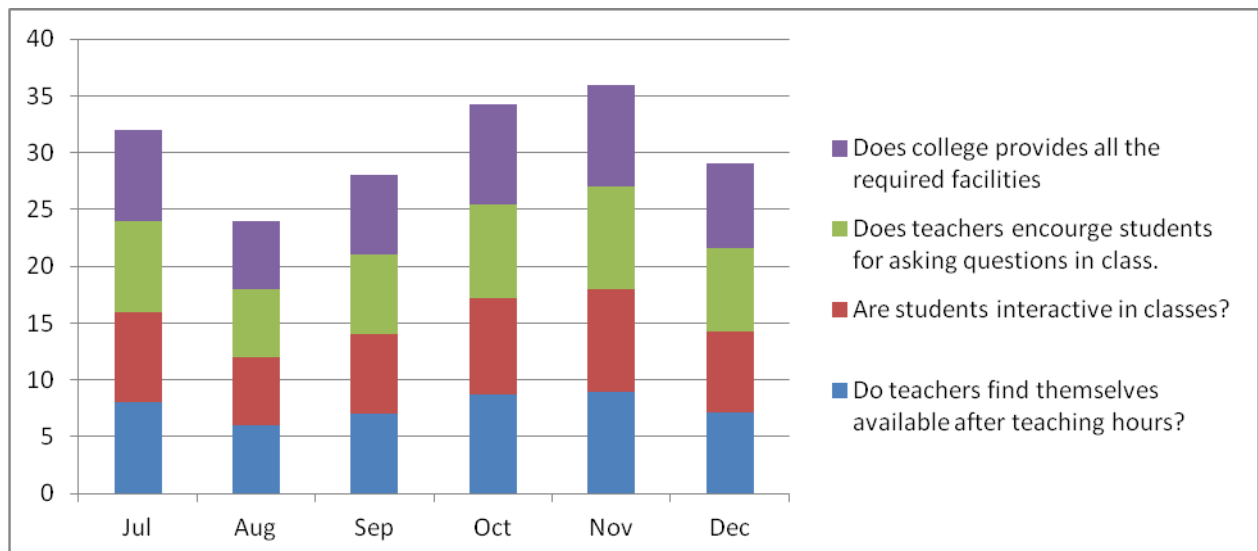
Today, our campus is greener compared to many campuses in the surrounding areas. We have also been able to successfully create a plastic free zone.

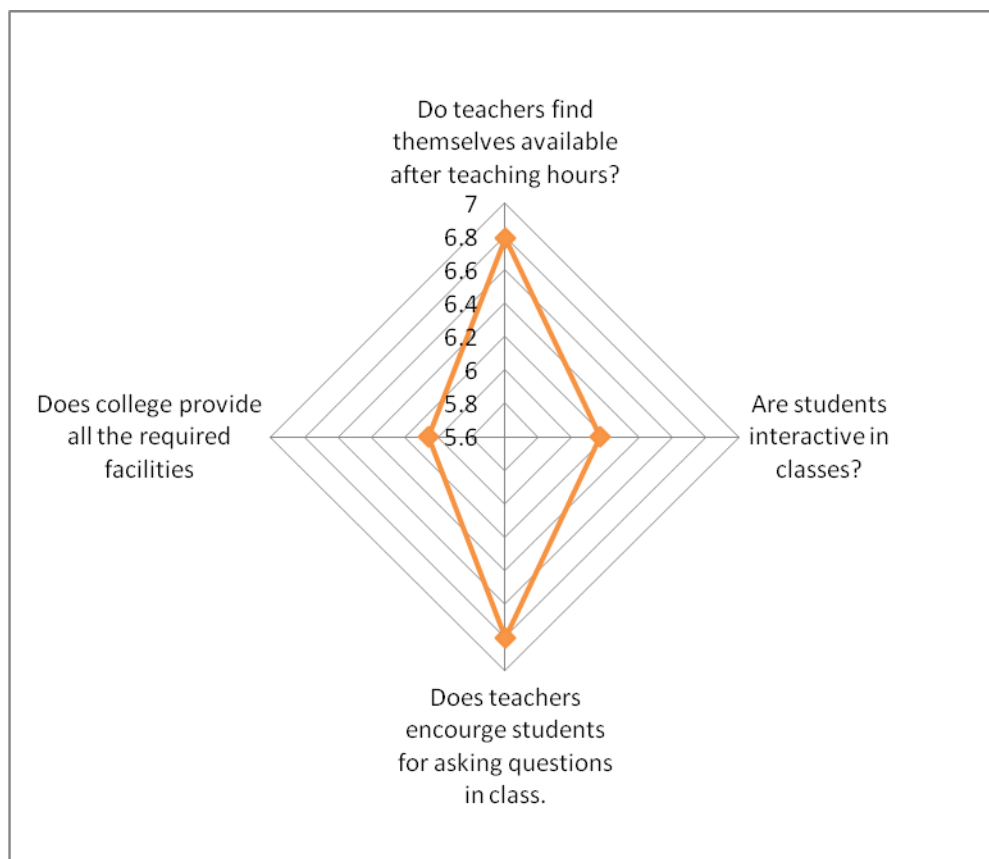
Problems Encountered and Resources Required

The college does not have enough resources to organize workshops and invite external advisors. We still, try to work with our limited resources and bring the best out of it.

Annexure IV

Feedback analysis





Latest data (Feedback is taken in a scale of 1-10, with 10 being the highest)

Student name	Do teachers find themselves available after teaching hours?	Are students interactive in classes?	Does teachers encourage students for asking questions in class.	Does college provide all the required facilities
Priyanka Adak	8	8	8	8
Pradipta Das	6	6	6	6
Abhoy Kumar Koley	7	7	7	7
Sanjib Kumar Kodali	8.7	8.5	8.2	8.8
Bibhas Bera	9	9	9	9
Biswanath Shaw	7.1	7.2	7.3	7.4

Palash Kumar Koley	2	9	10	10
Azahar Mallick	9	10	7	4
Paritosh De	5	10	9	10
Mousumi Manna	7	9	7	4
Papiya Pal	2	8	8	10
Punam Sur Roy	2	10	2	6
Lata Banerjee	2	8	4	5
Srimanta Das	7	7	7	6
Anindita Kundu	10	10	9	9
Munmun Dhara	2	7	10	6
Sadhana Das	9	2	8	2
Moumita Hati	4	3	5	10
Santanu Roy	5	2	8	3
Dipak Kumar De	4	10	4	9
Aniket Maiti	4	5	3	4
Piu Jana	7	3	7	7
Prosenjit Pal	2	2	2	6
Koushik	6	3	3	8

Maity

Arpita Pal	4	8	7	6
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Dipu Duley	6	10	7	7
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Abhijit Patra	8	6	5	7
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Arindam Patra	7	3	10	5
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Priti Pal	2	8	9	8
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Maham mad Kadir Mallick	3	5	2	8
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Biplab Pal	5	10	3	8
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Suparna Kamley	6	2	8	3
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Krishna Show	8	7	3	9
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Moumita Ghosh	3	3	9	9
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Madhum ita Pal	6	4	4	7
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Arkanaya n Sheth	6	2	10	3
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Krishna Bhaumik	2	2	5	8
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Papan China	6	5	10	9
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Saurav China	5	3	6	6
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Sormistha Halder	3	2	4	8
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Manas Bhaumik	9	8	8	8
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Tulika Ghosh	5	7	3	5
Debasish Mitra	9	3	4	10
Lusi Das	8	7	3	4
Sutanu Das	5	8	3	3
Shelley Ghosh	7	10	9	7
Santana Bhowmik	9	10	2	3
Moutusi Bhowmik	10	7	5	6
Arobinda Samanta	10	7	5	5
Koushik Kumar Ghosh	10	8	6	10
Mousumi Porel	9	10	3	6
Bhaskar Pal	6	4	8	10
Monalisa Maji	10	7	6	10
Luna Mazumder	3	10	8	3
Sabita Malik	10	9	10	7
Mithu Das	3	9	2	7
Shrabani Nandy	8	10	8	3
Saumen Samanta	6	3	6	2

Annexure V

Action taken report

1. Infrastructure : (i) 3 new class rooms and 1 laboratory (for Computer Science) have been built/set up during this session. The college has spent Rs. 19 lakhs to the purpose. (ii) New equipments (including computers) have been purchased at the cost of Rs. 62thousands. (iii) A cycle shed for the students has been built up.
2. Office Management : The College office has been partly computerized and some members of the Non-teaching staff have been given computer training.
3. Academic Excellence : (i) B.B.A. (Honours) was introduced as a self-financing course. (ii) Two state level seminars were organized on (a) The impact of Assessment and Accreditation by NAAC (24 April, 2009) (b) Human Rights and Human Development in India (25 April, 2009). (iii) A number of full time and Part-time teachers participate in state and national level seminars (36) and presented academic papers some teachers also published papers and books. (iv) Students' seminars and subject oriented Quiz contests have been organized all Honours departments. (v) Term tests have been taken by all the departments . (vi) Well magazines have been published by all Honours and some Pass departments.
4. Students Support/Progression : (i) Remedial coaching classes have been arranged for weaker students. (ii) A certificate course in Functional/Communicative English has been introduced during this session.
5. Extension Activities/Outreach Programme : The NSS units of the college undertook a number of extension activities and outreach programmes during this academic session these include roller's organized to create general awareness about the evils of early marriage of girls, drug abuse and about the necessities of following some basic health practices. The NSS volunteers also staged a street drama in the adopted village to make the villages aware of their responsibility in keeping their surrounding clean.