

**BALURGHAT MAHILA
MAHAVIDYALAYA
BALURGHAT, DAKSHIN DINAJPUR**



BMMV,1970

**Annual Quality Assurance Report (AQAR)
in Accredited Institutions**

ACADEMIC YEAR: APRIL 1, 2013 to MARCH, 30 2014

SUBMITTED TO



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

| Sl. No | Contents | Page Nos. |
|---------------|--|------------------|
| 1. | The Annual Quality Assurance Report (AQAR) of the IQAC | 3 |
| | Part – A | |
| 2. | Details of the Institution | 3 |
| 3. | IQAC Composition and Activities | 6 |
| | Part-B | |
| 4. | Criterion – I: Curricular Aspects | 8 |
| 5. | Criterion – II: Teaching, Learning and Evaluation | 9 |
| 6. | Criterion – III: Research, Consultancy and Extension | 11 |
| 7. | Criterion – IV: Infrastructure and Learning Resources | 14 |
| 8. | Criterion – V: Student Support and Progression | 16 |
| 9. | Criterion – VI: Governance, Leadership and Management | 19 |
| 10 | Criterion – VII: Innovations and Best Practices | 24 |
| 11. | Abbreviations | 27 |

The Annual Quality Assurance Report (AQAR) of the IQAC

ACADEMIC YEAR: APRIL 1, 2013 to MARCH, 30 2014

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

1. Details of the Institution

1.1 Name of the Institution

BALURGHAT MAHILA MAHAVIDYALAYA

1.2 Address Line 1

BALURGHAT

Address Line 2

DAKSHIN DINAJPUR

City/Town

BALURGHAT

State

WEST BENGAL

Pin Code

733101

Institution e-mail address

balurghatmmv@rediffmail.com

Contact Nos.

9434966503/ 9474141479

Name of the Head of the Institution:

Dr BIMAN CHAKRABORTY

Tel. No. with STD Code:

NA

Mobile:

9434966503

Name of the IQAC Co-ordinator:

SMT. MANDIRA DEB

Mobile:

9434512856

IQAC e-mail address:

bmmviqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

WBCOGN13418

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)

March 31, 2007/347

1.5 Website address:

www.balurghatmmv.com

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 + | 61.80 | 2007 | 5 Years |
| 2 | 2 nd Cycle | | | | |
| 3 | 3 rd Cycle | | | | |
| 4 | 4 th Cycle | | | | |

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

06/08/2013

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

2013-14

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

i. **AQAR 2013-14 Submitted to NAAC on 20-092017**

ii. AQAR _____ (DD/MM/YYYY)

iii. AQAR _____ (DD/MM/YYYY)

iv. AQAR _____ (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

(e.g. 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)

PG- DISTANCE MODE (RABINDRA BHARATI UNIV.)

1.12 Name of the Affiliating University (*for the Colleges*)

GOUR BANGA UNIVERSITY

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held :

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

3,00,000/-

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

"Gagyashilpi Vivekananda" Organized by Dept of Bengali

2.14 Significant Activities and contributions made by IQAC

- **Creation of Academic Infrastructure**
- **Expansion of Building**

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. To Organise one National Level Seminar in the Department of Bengali.2. Developing proposal for the auditorium and to send for approval.3. To construct a separate Science Building with facilities.4. To create a separate departmental staff rooms (Two already in existence). <ol style="list-style-type: none">6. Facilitated to make the teachers aware about the orientation programme8. Framing academic routine for the college.9. Acquiring new books and journals & Equipments10. Carrying out college developmental works11. Selecting students for free ship and other institutional fellowships6. Starting General Course in Physical Education and a honours course in Education | <ol style="list-style-type: none">1. With the financial assistance from UGC one National Level Seminar in the Department of Bengali was organised.2. Proposal sent and Hon'ble MP Ms Arpita Ghosh kindly consented to release the fund from MPLAD scheme.3. A separate Science building was constructed beside the play ground.4. Departmental staff rooms are created and allotted. <ol style="list-style-type: none">7. During this academic year two teachers, Mrs Mandira Deb and Dr Panu Poddar attended the Orientation programme.8. Academic syllabus completed for the year.9. New books and Equipments worth Rs. 1,05,000 were purchased (2 text books and 12 Reference books)10. Infrastructural development of college was carried out (Chairs and Benches for class rooms worth Rs. 1, 18, 924)11. In 2013 a total of 289 students were offered full free ship.12. General Course in Physical Education and a honours course in Education were introduced in this academic year |

* 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

Provide the details of the action taken

- Result analysis shows that students are not getting ranks at the University Level and therefore special attention is suggested.
- Coordinating with the following sub committees: Games & Sports, Culture and Magazine for effective impact.

Part – B

Criterion – I

1. 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 (Distance) | 07 | 00 | | |
| UG | 20 | 02 | | |
| PG Diploma | | | | |
| Advanced Diploma | | | | |
| Diploma | | | | |
| Certificate | | | | |
| Others | 01 | | | |
| Total | 28 | 02 | | |
| Interdisciplinary | | | | |
| Innovative | | | | |

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

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | NA |
| Trimester | NA |
| Annual | YES |

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.

NEW SYLLABUS WAS INTRODUCED THIS YEAR BY THE UNIVERSITY

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

General course in Physical Education and Honours Course in Education

Criterion – II

2. Teaching, Learning and Evaluation

| | | | | | |
|------------------------------------|-------|------------------|----------------------|------------|-------------------|
| 2.1 Total No. of permanent faculty | Total | Asst. Professors | Associate Professors | Professors | Others |
| | 14 | 03 | 03 | NA | 08 (PTT/Govt.) |

2.2 No. of permanent faculty with Ph.D. 03

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 |
| 00 | 14 | 00 | PPS | NA | NA | 00 | NA | 00 | 14 |

2.4 No. of Guest and Visiting faculty and Temporary faculty 12

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 00 | 15 | - |
| Presented papers | 00 | 15 | - |
| Resource Persons | 00 | 00 | - |

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

1. Presentation of Shakespeare's "Twelfth Night" in local dialect in the Dept. of English
2. Audio-visual presentation in the Sanskrit and Philosophy Department

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

187

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

YES (conventional Mode)

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

| | | |
|----|--|--|
| 01 | | |
|----|--|--|

2.10 Average percentage of attendance of students

| |
|-----|
| 75% |
|-----|

2.11 Course/Programme wise distribution of pass percentage :

| Title of the Programme | Total no. of students appeared | Division | | | | |
|------------------------|--------------------------------|---------------|------|-------|-------|--------|
| | | Distinction % | I % | II % | III % | Pass % |
| B.A (PASS) | 510 | 00 | 0.19 | 12.15 | 86.67 | 98.43 |
| B.A. (HON) | 164 | 00 | 1.8 | 74.31 | 3.65 | 79.87 |
| | | | | | | |

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

2.13 Initiatives undertaken towards faculty development:

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | 1 |
| UGC – Faculty Improvement Programme | |
| HRD programmes | |
| Orientation programmes | 1 |
| Faculty exchange programme | |
| Staff training conducted by the university | |
| Staff training conducted by other institutions | |
| Summer / Winter schools, Workshops, etc. | 1 |
| Others | |

2.14 Details of Administrative and Technical staff

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 10 | 00 | 02 | 00 |
| Technical Staff | 02 | 00 | 01 | 00 |

Criterion – III

3. Research, Consultancy and Extension

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

The following teachers were sponsored for orientation programme/Refresher course/ Conference & Publication of papers
 Dr Madhusudhan Choudhury (Publication)
 Smt Mandira Deb (Orientation programme)
 Dr Krishna Ghosh (Refresher Course, Seminar & Publication)
 Smt Madhabi Chowdhury (Seminar)

3.2 Details regarding major projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | NA | NA | NA | NA |
| Outlay in Rs. Lakhs | NA | NA | NA | NA |

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | NA | NA | NA | NA |
| Outlay in Rs. Lakhs | NA | NA | NA | NA |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | | 02 | |
| Non-Peer Review Journals | | | |
| e-Journals | | | |
| Conference proceedings | | | |

3.5 Details on Impact factor of publications: NA

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations: None

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

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No. (Library Guide)

3.8 No. of University Departments receiving funds from

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 | NA | 01 | NA | NA | NA |
| Sponsoring agencies | NA | NA | NA | NA | NA |

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 | NA |
| | Granted | NA |
| International | Applied | NA |
| | Granted | NA |
| Commercialised | Applied | NA |
| | Granted | NA |

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 |
|-------|---------------|----------|-------|------------|------|---------|
| NA | NA | NA | NA | NA | NA | NA |

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: None

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

- ❖ For the year 2012 -13 NSS grant of Rs. 65,100/-(Sixty five thousand one hundred) was spent on tree plantation programme, Blood- group examination camp, purchase of T.T Board ,seminar on primary health care. yoga camp and purchase of caps of volunteers.
- ❖ In 2013-14 Rs. 34,500/-the amount has been received from UGB as NSS grant and was special camp at Dhaul & Chandradaullya village and one magazine has been published under regular programme expenditure incurred on college gardening and cleaning of campus & observation of voters' day.

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 | 13233.22 sq.mts (3.27 acres) | NA | NA | 13233.22 sq.mts (3.27 acres) |
| Class rooms | 12 | 01 | Govt. of West Bengal | 13 |
| Laboratories | 02 | 03 | Govt. of West Bengal | 04 |
| Seminar Halls | 01 | 00 | NA | 01 |
| No. of important equipments purchased (\geq 1-0 lakh) during the current year. | | | | |
| Value of the equipment purchased during the year (Rs. in Lakhs) | | | | |
| Others | | | | |

4.2 Computerization of administration and library

Basic Computer facility in the office is been updated.

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------|----------|-----------|-------------|-------|-------|-----------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 12624 | 10,00,000 | 02 | 500 | 12626 | 10,20,580 |
| Reference Books | | (approx) | 12 | 2080 | | (approx) |
| e-Books | | | | | | |
| Journals | 65 | 7,000 | 00 | 00 | 65 | 7,000 |
| e-Journals | | | | | | |
| Digital Database | | | | | | |
| CD & Video | | | | | | |
| Others (specify) | | | | | | |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 22 | 00 | 01 | 01 | 01 | 02 | 02 | 01 |
| Added | 01 | 00 | 00 | 00 | 01 | 01 | 00 | 01 |
| Total | 23 | 00 | 01 | 01 | 01 | 03 | 02 | 02 |

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

YES

4.6 Amount spent on maintenance in lakhs :

i) ICT

00

ii) Campus Infrastructure and facilities

44.61283

iii) Equipments

29.4469

iv) Others

0.4670

Total :

47.55752

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC has always proposed and supported the decision of the college to support needy and financially weaker students.
- While admitting the students in the first year, reservations for SC/ST/OBC/PH is strictly followed. Admission to all the courses are based on the merit of all the applicants.
- Internal tests at the end of academic session of each year is conducted to develop and prepare students for the University examination.
- All the students are encouraged to participate in extra-curricular activities like "Youth Parliament" and Yoga classes, District and State level Science Fairs and other activities as well as district and state level Sports and Games competitions.
- IQAC also supports the Idea of the college to organize annual cultural meet for the students.
- College magazine is also published on a regular basis and the students are given a platform for developing their writing skills.

5.2 Efforts made by the institution for tracking the progression

All the individual departments are always encouraged to conduct internal assessments and to keep a track of progress in terms their performance in University Examinations.

All the faculty members are suggested to adopt methods to reach students' requirement in terms of grooming them for future and better placements as well as participating in activities like NSS programme.

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|------|-----|--------|--------|
| 1359 | 382 | | |

(b) No. of students outside the state

NA

(c) No. of international students

NA

| | | | | | | |
|-----|----|---|--|-------|------|-----|
| Men | No | % | | Women | No | % |
| | NA | | | | 1359 | 100 |

| Last Year | | | | | | This Year | | | | | |
|-----------|----|----|-----|-----------------------|-------|-----------|-----|-----|-----|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| | | | | | | 666 | 378 | 191 | 124 | 00 | 1359 |

Demand ratio B.A. 25:5; B.Sc. 51:10 Dropout %

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

Our students have been appearing for different competitive examinations for job occasionally and out teachers encourages them for the same.

No. of students beneficiaries

Data Not Available

5.5 No. of students qualified in these examinations : NA

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

5.6 Details of student counselling and career guidance

| |
|-------------------|
| Not yet initiated |
|-------------------|

No. of students benefitted

| |
|----|
| NA |
|----|

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 |
| NA | NA | NA | NA |

5.8 Details of gender sensitization programmes

| |
|---|
| Ours is a women college, and therefore we take utmost care to safeguard our students interest during all the activities undertaken by us. All our programmes are focused on women empowerment . Observing Women's Day is one of such occasion, and we encourage all our invitees to deliver messages to encourage our students. |
|---|

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 | 135 | 40,500 |
| Financial support from government | 717 | Data not available* |
| Financial support from other sources | 230 | |
| Number of students who received International/ National recognitions | NA | |

* Fund for these categories are directly transferred to the beneficiaries' bank account

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:

- Better Facilities for Games and Sports
 - Better facilities for Cultural Activities
- (For these grievances, the college has initiated the action)

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: The main vision of our institution is to impart quality education among the women of rural areas, especially in this part of North Bengal. Ours is the only girls' college in this district under Gour Banga University. We have a broader vision to illuminate our women in the direction of higher education so that they may be able to fight ignorance, superstitions, illiteracy and poverty in the villages and society they represent. Our students from all communities, religion and background are equally treated and are supported in every respected possible.

Mission:

- Our college falls under one of the semi urban belts of North Bengal and most of our students come from marginal and farming households and they may be perhaps the first generation students, in this regard, our main mission is to empower these women with the values of education and opportunities that comes along with it.
- We aim to generate enough awareness among the students the sense of competence and creativity to meet the challenges in all their future endeavours.
- To involve in innovative activities in teaching and learning and equip ourselves to meet the State and National Goals in terms of furtherance and strengthening Higher Education at Under Graduate Level.
- To impart quality education to the students, make them able to face examinations of all types and also to motivate them for further education. And to strive for excellence.
- To promote and preserve our cultural heritage, human rights, moral values and environmental ethics among the students.

6.2 Does the Institution has a management Information System

Management: The Highest decision making body of the college is The Governing Body : The GB also is responsible for all management processes of the college. The individual sub-committees of the college on the other hand is involved in all the academic and operational processes.

College has its own Webpage and all our information and notices are fed in the public domain for public information.

Our Online mode of admission is also operational, where students from any part of the world can apply and take admission in our institution, however we don't have any database to keep the records of online visits made by individuals worldwide.

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

6.3.1 Curriculum Development

The College follows the syllabus and course curriculum framed by the University of Gour banga, and hence there is no scope for any internal curriculum development. However our teachers, in their various capacities as board members and members of the stirring committees of the University, participate in the process of curriculum development for UG. Apart from this, each Department follows its own academic calendar to complete the syllabus.

6.3.2 Teaching and Learning

The following initiatives have been taken by our college towards developing Teaching and Learning:

- Framing of detailed plan in the Academic Calendar highlighting the content and class schedule for each Academic Year enables the teachers to plan their lectures and the students to be prepared for their classes and examination.
- We encourage informal departmental meetings so that the teachers are aware of their students' progress and progress of the curriculum. We conduct internal examination in the line of University Examination which is helpful for meeting students' academic needs and addressing to the same.
- We encourage our teachers to use computer assisted, demonstrations and visual mode of teaching where ever required.
- Study tours are regularly organised by respective departments to give our students a first-hand experience of "learning through observing". Our students are encouraged to participate in personality development programmes like "Mock Parliament" which is a successful tool for promoting education for understanding. We encourage our students to participate in various government and private sponsored Exhibitions and Seminars to educate themselves about the recent advancements in their respective subjects.

6.3.3 Examination and Evaluation

Each Department holds an Annual Internal Examination before the University Final Examination, this give enough scope for self evaluation and preparation both for the students and teachers.

6.3.4 Research and Development

College provides enough encouragement, scope and opportunity for our teachers to pursue their Ph.D and other research activities. College also encourages the teachers to undertake minor research projects funded by government and other agencies.

Teachers are allowed to attend Seminars, Workshops, Orientation and Refresher courses whenever they ask for.

Space and available infrastructure support is provided to the teachers to carry out their research projects.

IQAC organises special programmes and seminars where maximum students' participation is encouraged.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Our Library resource is updated every year, we have updated the number of books.

Computer and internet facility in the library has been updates/installed.

Facility of Lending of books and study material to the teachers and students are well managed as well as there is a reading space in the library.

Library also maintains a hardcopy collection of previous year University Examinations which are readily available for the students and teachers for reference.

6.3.6 Human Resource Management

College Governing Body manages and decides all the issues primarily related to Teaching, Non teaching and Students' affairs and the total Human Resource of the institution.

Besides GB, Student's Union always plays an important role in managing college students' welfare and affairs.

The Teachers' council and the Non-Teaching Association also look after their respective affairs.

6.3.7 Faculty and Staff recruitment

Permanent Faculty Teachers are recruited as per the recommendation of the College Service Commission of WB, Non-Teaching staff and Part time teachers are recruited as per the Govt. Norms and Rules. Contractual Teachers, Guest teachers and temporary staff are recruited by an expert committee as directed by the Governing Body of the College.

6.3.8 Industry Interaction / Collaboration

So far the college has no any collaboration or interaction with the industry

6.3.9 Admission of Students

Students who have passed in their Higher Secondary Examinations are admitted to the various courses on Merit basis. We have online mode of admission where students can apply for all the courses. Merit list of students are published in different Honours and General subjects separately. Students are then called for pre-admission counselling and are allowed to select their course of interest and are then admitted to respective courses.

6.4 Welfare schemes for

| | |
|--------------|---|
| Teaching | Provident Fund scheme is available for teachers |
| Non teaching | Provident Funds and Festival Advance, Puja Bonus etc are available for Non--Teaching Staff |
| Students | Free Studentship and Various Scholarship Schemes are available for the students, Student-Aid Fund, Medical facility etc are available for the students. |

Other Welfare activities in the college include:

- Department wise separate enclosure
- Sports facility
- Drinking water facility for students and staff (Chilled and Non chilled)
- Good toilet facilities for students and staff, First Aid facility

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 | NA | Yes | GB, BMMV |
| Administrative | Yes | DPI, WB University | Yes | GB, BMMV |

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?

Yes, MCQ types of question pattern introduced by the university

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

NA

6.11 Activities and support from the Alumni Association

Our Alumni Association has always been supportive at various levels. They meet in the college and give their suggestions for development of college.

6.12 Activities and support from the Parent – Teacher Association

Our Teachers gather feedbacks from parents and try to address them. Our Teacher Association and Representative of Teacher Association provide their full support in all the development of college.

6.13 Development programmes for support staff

All our non-teaching and support staff are given proper training and guidance for carrying out their services. Our teachers in their spare times always extend their help whenever required.

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

- Campus declared as NO-SMOKING ZONE
- Campus declared as NO-PLASTIC ZONE
- Regular Cleanliness activities undertaken by NSS Unit of the college
- Pure Drinking Water is provided for all the students
- Dustbins are placed in every floors and corridors to check littering

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.

- Our teachers provide quality education by means of visual demonstrations and other methods. (Dept of English, project of pronunciation, local field visits taken by Dept of Geography and other Science Departments)
- Teachers are encouraged to pursue their research works and impart their experiences to the students. Institution has provided them enough space and support.
- Students are admitted to all the courses of the college through a transparent and impartial mechanism which involves merit list preparation followed by counselling. Our online mode of application has allowed all the deserving students to apply even if they are in remote location and other areas.
- Internal examination was conducted ensuring participation of all the students. This helps both the students and teachers for introspection and self evaluation.
- *Students Participation:* Students participated in all the programmes organised by the college (NSS Programme) Student's Union Election was performed peacefully and students participation was very vital which promotes leadership quality among them.

(The above mentioned points may be cited as best practices if not innovation)

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

- The Governing Body of the college takes decision to allow teachers for attending research oriented programmes to improve quality education and academic performance.
- The Governing Body of the college takes decision on appointment of guest lecturers on merit basis for maintaining qualities of faculty.
- Out Students participated in "Mock Parliament" with full enthusiasm. These types of co-curricular activities are a encouraged for personality development ad to promote quality education.
- In execution of Govt. and University Programmes and Field trips undertaken by different Departments, the college with the involvement of different stake holders succeeded in highlighting the course of Education to ensure Women Empowerment.

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

- Formation of Students' Counselling Room.
- Special Programme organised by NSS to promote social responsibilities and communicating with the students: Special Awareness Programme in Dhaul & Chandradaullya village, There was a special programme organised to beautify college garden and cleaning up of campus.

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

7.4 Contribution to environmental awareness / protection

- NSS unit of the college always encourages the Faculty, Non-Teaching and the Students to keep the campus clean and green by planting trees and by keeping the campus plastic free.
- Smoking is prohibited in the college campus
- Waste materials are properly managed and disposed
- Disinfectants are regularly applied in all the restrooms for students and teachers
- Dustbins are kept in different areas of the college campus and everybody in the college are encouraged to use them to avoid littering and to keep the campus eco-friendly.

7.5 Whether environmental audit was conducted? Yes No

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

Strength:

- Ours is the only institute that provides Undergraduate courses to women in this part of Dakshin Dinajpur. Therefore we have a special responsibility to reach to the masses specially the women of this area and give them an educational and cultural enlightenment and better career perspectives.
- We hold admissions and appointments through a transparent and committed process.
- Over the years the college has grown and now has adequate number of class rooms and infrastructure facilities. We have a separate Science building for UG-Science with Honours in Botany and Zoology. We also have introduces modern subjects like Journalisms and Mass Communications and Physical Education.
- We ensure harassment and Raging free atmosphere in the college. The students and teachers hold a good relationship.
- The college authority gives full support to students and teachers alike for career development and capacity building

Weakness:

- The different department of the college suffers from inadequate number of regular faculty members and lack of qualified technical staff in science departments and the library.
- Insufficient funds for college development

Opportunities:

- Being a women's college the college has every opportunity to educate the weaker section of the society specially the women. We have enough space and opportunities to bring about innovative changes in teaching and learning, laboratory and library resources.

Challenges:

- To achieve excellence in results in various courses we offer in University Level
- Increase financial availability and source of funding
- Efforts to pull out/change mindset of conservative parents and students
- Improve communication skills and develop global competencies among our students and encourage them for higher education


8. Plans of institution for next year**Short term Plans:**

- Initiate the process of Second Cycle of NAAC accreditation.
- Provide computer and internet facilities to all the departments.
- Purchase of essential laboratory equipment and upgrade Library facility, college magazine publication.
- Organize seminar with funds from UGC
- To undertake college development programme under IQAC
- To start Honours course in Journalism and Mass Communication
- Upgrade College website and UG admission process
- Distribute scholarships received from the government to all the deserving students and also to award Free Studentship from the college fund.
- Encourage faculty members to increase their participation in research-oriented activities and other innovative activities

Long term plans:

- Construction of College Auditorium, Indoor Stadium, Science Building, Gymnasium, Language Laboratory and establishment of a Film Unit.
- Introduction of PG courses in the College

Name Smt. Mandira Deb



Signature of the Coordinator, IQAC

Name Dr. Biman Chakraborty



Signature of the Chairperson, IQAC

Abbreviations:

| | | |
|------|---|--|
| CAS | - | Career Advanced Scheme |
| CAT | - | Common Admission Test |
| CBCS | - | Choice Based Credit System |
| CE | - | Centre for Excellence |
| COP | - | Career Oriented Programme |
| CPE | - | College with Potential for Excellence |
| DPE | - | Department with Potential for Excellence |
| GATE | - | Graduate Aptitude Test |
| NET | - | National Eligibility Test |
| PEI | - | Physical Education Institution |
| SAP | - | Special Assistance Programme |
| SF | - | Self Financing |
| SLET | - | State Level Eligibility Test |
| TEI | - | Teacher Education Institution |
| UPE | - | University with Potential Excellence |
| UPSC | - | Union Public Service Commission |
