

**BALURGHAT MAHILA  
MAHAVIDYALAYA  
BALURGHAT, DAKSHIN DINAJPUR**



**BMMV,1970**

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

**ACADEMIC YEAR: APRIL 1, 2014 to MARCH, 30 2015**

***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

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# The Annual Quality Assurance Report (AQAR) of the IQAC

**ACADEMIC YEAR: APRIL 1, 2014 to MARCH, 30 2015**

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

NA

Tel. No. with STD Code:

Mobile:

9434966503

Name of the IQAC Co-ordinator:

SMT. MANDIRA DEV

Mobile:

9434512856

IQAC e-mail address:

bmmviqac@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

WBC0GN13418

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:

<http://www.balurghatmmv.com/admin/uploads/ASSR18.pdf>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	C +	61.80	2007	5 Years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

06/08/2013

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

2014-15

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 20-09-2017
- ii. AQAR 2014-15 Submitted to NAAC on 20-09-2017
- 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

(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) 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 : 03

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

N/A



2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

Motivation of Youth through Ethical Values of R.K. Mission

2.14 Significant Activities and contributions made by IQAC

- Academic progress & betterment of teaching and Learning Process
- Ensure a good learning atmosphere

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
1. To hold a workshop in collaboration with 'Vivek Bahini"of Ramakrishna Mission 2. To prepare papers for CAS of Sh. Pranab Kr Bhattacharjee, Asst. Prof in Bengali and Mrs. Krishna Ghosh, Asst. Prof in Bengali. 3. To form some academic sub committees of the teachers. 4. To engage some Guest faculties for improving the teaching and learning process. 5. To inspire students to participate in the Science fair. 6. Installation of Library Software. 7. Framing academic routine for the college 8. Carrying out college developmental works from the fund received from UGC 9. Facilitating the Teachers to participate in Orientation programmes 10. Starting Honours courses in Journalism and Mass Communication 11. Organizing institution level workshop 8. Acquiring new books and journals and equipments	1. Workshop organised to motivate the young students for culminating some spiritual values in their life. 2. Papers for CAS of Sh. Pranab Kr Bhattacharjee, Asst. Prof in Bengali and Mrs. Krishna Ghosh, Asst. Prof in Bengali was prepared and has been sent for approval. 3. The Academic sub committees were formed. 4. Guest Teachers are engaged as per the recommendation of the selection committee. 5. Students of Botany (H) and Zoology (H) participated in District and State Level Science Fair. 6. Library Software was installed. 7. Academic syllabus completed for the year 8. Infrastructural development of college was carried out (First Floor of Science Building) 9. Smt. Mandira Deb and Dr Panu Poddar attended two separate Orientation programmes 10. Honours courses in Journalism and Mass Communication and was introduced in this academic year. 11. One Institutional level work shop was organized 7. New books worth Rs. 51, 925 were purchased and new equipments worth Rs. 5,296 were acquired.

\* 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 to this is suggested.  
 College Internal Examinations and analysis of the result  
 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	22	01		
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others	00			
<b>Total</b>	29	01		
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.

Honours courses in Mass Communication and Journalism and Food and Nutrition

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	12	02	03	NA	07 (PTT/Govt.)

2.2 No. of permanent faculty with Ph.D.

02

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	15	00	PPS	NA	NA	00	NA	00	15

2.4 No. of Guest and Visiting faculty and Temporary faculty

11

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	02	06
Presented papers	-	06	-
Resource Persons	-	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
3. All the teachers are advised to frame their teaching plan according to the need of the students. An internal examination/test is conducted by the college primarily to motivate the students for university examination.
4. All the teachers of the college are encouraged to take special lectures to motivate the students

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

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

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

2.10 Average percentage of attendance of students

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)	224	00	00	5.35	91.96	97.32
B.A. (HON)	242	00	1.23	75.61	3.71	80.57

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	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	02
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
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

1. Teachers of the following departments were sponsored for attending various Orientation and Refresher Courses as well as for participating and presenting their research papers in different State and National Level seminars and conferences:  
Smt Mandira Dev (Seminar); Dr Krishna Ghosh (Seminar, Publication); Mr Saumo Chakraborti (Seminar); Ms Sanjokta Bomzan (Seminar); Mr Sankar Sarkar (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	01	NA
Outlay in Rs. Lakhs	NA	NA	1.525	NA

#### 3.4 Details on research publications

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

#### 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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects				
Minor Projects	2014	UGC	3,00,000	1,52,500
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	2014	UGC	3,00,000	1,52,500

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
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	NA	NA	NA	01
Sponsoring agencies	NA	NA	NA	NA	UGC

3.12 No. of faculty served as experts, chairpersons or resource persons  (*Members of board of UG studies, UGB and NSS Advisory board*)

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:

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 2014-15 Rs. 39,500/- has been received on for running NSS activities . The amount has been spent on "SWACHH BHARAT ABHIYAN"(rallies, campus-cleaning ,posters etc) the orphans of Nibedita Balika Sebashram" observation of important days (Women day,Voters' day) & contingent expenditure has been incurred from this fund.

## 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	13	01 1st Floor construction of Science Building	MPLADS Donation by Smt Gouri Adhikari Biswas	14 04 new classrooms were added
Laboratories	04	00	NA	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	12626	10,20,580 (approx)	00		12626	10,20,580 (approx)
Reference Books			00			
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	23	00	01	01	01	03	02	02
Added	11	01	01	00	00	01	03	00
<b>Total</b>	<b>34</b>	<b>01</b>	<b>02</b>	<b>01</b>	<b>01</b>	<b>04</b>	<b>05</b>	<b>02</b>

#### 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	41.249
iii) Equipments	0.053
iv) Others	0.52
<b>Total :</b>	<b>41.821</b>

## 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 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 Paliament", 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 in 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
1141	459		

#### (b) No. of students outside the state

NA

#### (c) No. of international students

NA

Men	No	%	Women	No	%
	NA			1141	100

No	%
1141	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	537	323	189	92	00	1141

Demand ratio B.A. 53:10; B.Sc. 19:10 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 Data not Available

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	114	34,200
Financial support from government	955	Data not Available*
Financial support from other sources	245	
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 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

None

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?

N.A

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 encouraged for personality development and 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.

***\*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

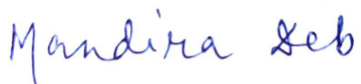
### **Short term Plans:**

- 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.
- To undertake college development programme under IQAC
- 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, Gymnasium, Language Laboratory and establishment of a Film Unit.
- Introduction of PG courses in the College
- Create better sports and games facility within the college campus- Play ground

*Name Smt. Mandira Deb*



*Signature of the Coordinator, IQAC*

*Name Dr. Biman Chakraborty*



*Signature of the Chairperson, IQAC*

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**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

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