

Santal Bidroha Sardha Satabarshiki Mahavidyalaya

ESTD - 2005

NAAC Accredited B+ Grade

Affiliated to Vidyasagar University & Recognized by UGC under 2(f) & 12 B

P.O: Goaltore, Dist: Paschim Medinipur, PIN - 721128

Phone & Fax: 03227-288063, Email: sbssm_goaltore@rediffmail.co

Website: www.sbssmahavidyalaya.org



Annual Quality Assurance Report (AQAR): 2017-18

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

The Annual Quality Assurance Report (AQAR) of the IQAC

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

AQAR for the year (for example 2013-14)

2017-2018

I. Details of the Institution

1.1 Name of the Institution

Santal Bidroha Sardha Satabarshiki Mahavidyalaya

1.2 Address Line 1

Vill+P.O.- Goaltore

Address Line 2

Dist: Paschim Medinipur

City/Town

Goaltore

State

West Bengal

Pin Code

721128

Institution e-mail address

sbssm_goaltore@rediffmail.com

Contact No.

03227-288063

Name of the Head of the Institution:

Dr. Mantu Kumar Das

Tel. No. with STD Code:

03227-288063

Mobile:

9434414296

Name of the IQAC Co-ordinator:

Dr. Manas Kumar Ghosh

Mobile:

9732623087

IQAC e-mail address:

sbssmahavidyalaya@rediffmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

WBC0GN16710

OR

1.4 NAAC Executive Committee No. & Date:

EC(CS)/24/A&A/9.1.

(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.sbssmahavidyalaya.org

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	2.55	2017	5 Years
2	2 nd Cycle	NA	NA	NA	NA
3	3 rd Cycle	NA	NA	NA	NA
4	4 th Cycle	NA	NA	NA	NA

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

10.03.2015

1.8 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 _____ NA _____ (DD/MM/YYYY)4
ii. AQAR _____ NA _____ (DD/MM/YYYY)
iii. AQAR _____ NA _____ (DD/MM/YYYY)
iv. AQAR _____ NA _____ (DD/MM/YYYY)

1.9 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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

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

Vidyasagar University

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

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

8

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

Nil

2.4 No. of Management representatives

Nil

2.5 No. of Alumni

1

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 3

2.11 No. of meetings with various stakeholders:

No.	<input type="text" value="0"/>	Faculty	<input type="text" value="2"/>
Non-Teaching Staff	<input type="text" value="0"/>	Students	<input type="text" value="0"/>
Alumni	<input type="text" value="1"/>	Others	<input type="text" value="0"/>

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

The Internal Quality Assurance Cell (IQAC) in conjunction with the Principal and other administrative bodies of the college, work continuously in upholding and maintaining the academic excellence in the College. It devotes time in encouraging and extending its complete support for the academic and administrative improvement of the college. Members of IQAC hold regular formal meetings and even informally they meet with each other at regular interval to especially monitor the teaching quality and research based work culture of the college. Moreover, the Coordinator along with other faculty members visit Departments on regular basis and also as and when required by the respective departments. The external members, eminent scholars and academicians from different spheres of society and alumni of the college keep in touch with the faculty members and all members meet in formal meeting as and when required.

The IQAC further motivates the opening of advanced learning courses such as post graduate and career oriented courses in the college. IQAC has been recognized as the internal sanctioning authority of the career advancement scheme (CAS) for the faculties. IQAC of this college pays sincere attention for the authentication of the data provided by the incumbent applying for CAS. IQAC is very active to maintain contact with the students to enhance the quality of student life in the campus.

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	Nil	Nil	Nil	Nil
PG	Nil	Nil	Nil	Nil
UG	17	Nil	Nil	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	Nil	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil
Total	17	Nil	Nil	Nil
Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

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

For undergraduate courses at present two systems are running for separate batches of students.

The students of undergraduate are admitted to annual system of examination. For them the honours subject was choice based. At the time of admission, students were allowed to apply for more than one Honours discipline. When classes started after the completion of admission process, students were given another option to change their Honours discipline. This exercise as a practice took place after a month from the start of classes for first year students. A significant number of students benefitted from this opportunity in finally settling down in the discipline of his/her choice. All Honours students opted for two General Course subjects apart from their Honours subjects. All students had to take two compulsory language papers and one paper in Environmental Science.

Choice Based Credit System (CBCS) has been introduced from the academic year 2017-2018 in Vidyasagar University, Midnapure. Consequently, our students have been able to apply for either honours course or programme course

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	5 (UG)
Trimester	Nil
Annual	12 (UG)

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.

As the College follows the Syllabus and Curriculum of Vidyasagar University, Midnapure, there is no scope of internal curricular designing, revision or up gradation. However, the faculty members of this college actively participate in workshop related to revision and/ or updating of the syllabi.

1.5 Any new Department/Centre introduced during the year. If yes, give details: No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others PTT
	45	22	Nil	Nil	23

2.2 No. of permanent faculty with Ph.D. 11

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others PTT (Govt Approved)		Total	
	R	V	R	V	R	V	R	V	R	V
	22	5	0	0	0	0	23	0	45	5

2.4 No. of Guest and Visiting faculty and Temporary faculty 17 00 00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	3	3
Presented papers	7	7	2
Resource Persons	Nil	Nil	3

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

Class room experiments are demonstrated for better understanding. Some departments use different academic softwares such as Gaussian, Gauss view, Systat, Geopet etc. to ensure advanced learning process. Remedial classes are organized for the students. Teachers use laptops and LCD projectors in the class rooms to demonstrate different topics. Students are encouraged to follow several educational videos available online for better understanding. Educational tours are also organized by Departments of Geography, Nutrition, Zoology, Physiology in different places. Orientation programme for the first year students is arranged by the means of the Fresher's Welcome ceremony. The learning process is further enriched by Departmental seminars, projects, quiz competitions etc.

2.7 Total No. of actual teaching days during this academic year 238

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

Examination process is controlled by the affiliating University.

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

3		
---	--	--

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. (Hons)	217	Nil	1.94	74.27	23.78	94.93
B.Sc (Hons)	35	Nil	9.37	78.12	12.5	91
B.A. (General)	124	Nil	Nil	16.21	83.78	89.5
B.Sc (General)	11	Nil	Nil	90.90	9.09	100

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

IQAC holds meetings with the faculties to monitor the use of instructional strategies of teaching and learning process. IQAC preserves student data as per their academic and other contributions. This helps to figure out the academic deficiencies and improve the teaching and learning process. IQAC provides sincere efforts to ensure the computer literacy of each department. IQAC also motivates the introduction of advanced learning courses (such as PG) in the institution. IQAC assists the Principal to follow up with the concerned authorities for the funding related to the upgradation of classrooms, laboratories and computation facilities.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	2
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	1
Others	Nil

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	12	2	Nil	Nil
Technical Staff	1			

Criterion – III

3. Research, Consultancy and Extension

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

IQAC is very active to promote research environment in the Institution. IQAC holds meetings with the faculty members and encourages them to apply for different major and minor research projects to different sponsoring agencies especially DST, CSIR, DBT and UGC. IQAC goes through each and every applied research project and provides valuable suggestion/s towards enhancement of the research proposal. IQAC also assists the Principal to follow up with the concerned authorities for the funding required for the basic infrastructural requirements for research projects.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	1	1	0
Outlay in Rs. Lakhs	0	1	1,25,000	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	13	6	0
Non-Peer Review Journals	0	0	2
e-Journals	1	0	0
Conference proceedings	0	1	0

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				
Minor Projects	2016-19	UGC	1,25,000	1,25,000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)	2018-23	DST-Inspire	35 lakhs	7 lakhs
Total			36,25,000	8,25,000

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	Nil	Nil	Nil	Nil	3
Sponsoring agencies	Nil	Nil	Nil	Nil	College Fund

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	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

1

2

3.19 No. of Ph.D. awarded by faculty from the Institution

0

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF 0 SRF 0 Project Fellows 0 Any other 0

3.21 No. of students Participated in NSS events:

University level 10 State level 0

National level 0 International level 0

3.22 No. of students participated in NCC events:

University level NA State level NA

National level NA International level NA

3.23 No. of Awards won in NSS:

University level 0 State level 0

National level 0 International level 0

3.24 No. of Awards won in NCC:

University level NA State level NA

National level NA International level NA

3.25 No. of Extension activities organized

University forum 0 College forum 0

NCC 0 NSS 3 Any other 0

3.26. Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Under NSS Unit, special camps are organized yearly for cleanliness and education awareness programmes in local villages. Four villages have been adopted for this purpose. Seminars are organized yearly during these camps to encourage participation. Interactive sessions are organized in different villages from NSS unit to create awareness against different social problems. Free health check-up programmes and blood donation camps are also carried out. Traffic awareness, Tree plantation and literacy programmes are also carried out under NSS programmes. Cleanliness campaign was carried out in the campus.

The activities of NSS unit of this college are as following

SL. No.	Date	Events
1.	15/08/2017	Independence Day celebration in both at college campus and adopted villages
2.	01/07/2017-07/07/2017	Vanmahotsva Week celebration by tree plantation in college and surrounding areas and adopted villages
3.	08/07/2017-14/07/2017	Literacy Week celebration in adopted villages
4.	02/10/2017	Observation of Gandhi Jayanti
5.		Participation in Youth Exchange Programme organised by Midnapore Medical College and Hospital
6.	12/01/2018	National Youth Day
7.	23/01/2018-29/01/2018	Special Camp. (Survey, Cleaning drive, Seminars, Sports and drawing competition at adopted villages for kids, Blood group Checking, Cultural programme, Special learning for kids, campaign for "Save Drive Life")
8.	26/01/2018	Republic Day
9.	08/03/2018	Women's Day
10.	07/04/2018	Observation of World Health Day
11.	05/06/2018	Observation of World Environment Day

Students of final year graduation of all departments/courses are encouraged to prepare different projects on environmental conservation, preserving biodiversity and methods of reducing different forms of environmental pollution. The Women Cell sincerely works to create awareness for women's rights and women security issues. Moreover, installation of sanitary napkin vending machine has been initiated by this cell this year. NSS units observe different important days, such as Independence Day, Republic day, Netaji's birthday, NSS day, Red ribbon day etc. Self-defence classes organized by district administration are arranged for the girl students under NSS programme. NSS participates in "Swachh Bharat Abhijan" and "Safe drive save life" programmes as social awareness initiative.

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	4.5 Acres	Nil	Govt	4.5 Acres
Class rooms	18	Nil	Govt	18
Laboratories	9	Nil	College Fund	9
Seminar Halls	1	Nil	Govt	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	23	8	College Fund	31
Value of the equipment purchased during the year (Rs. in Lakhs)	19.50	2.95	College Fund	22.45
Others	02	Nil	Govt	02

4.2 Computerization of administration and library

Online application process has been successfully implemented in the college. According to govt. policy, the monthly salary bills of employees are prepared by using COSA (Computerization of Salary Accounting) software. The implementation of this software is quite smooth and successful. Library uses Soul (2.04 version) to archive the books present in the library. About 6154 books have been included in the digital database. About 11 educational CDs are also available. Computer literacy of each department is one of the main objectives of the IQAC. In this context, each department maintains a separate e-mail address and therefore regularly ensures the flow of academic information and queries related to their subject with the library through the same.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5000	5,30,000	1400	3,00,00	6,400	8,30,000
Reference Books	1900	25,05,58	236	1,19,635	2,163	3,70,193
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	Nil	360	Nil	Nil	1	360
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	11	Free	5	Nil	Nil	Nil
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	42	1	10	1	Nil	2	17	Nil
Added	1	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Total	43	1	10	1	Nil	2	17	Nil

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

Internet browsing facilities are available for the students as well as to the teachers in a separate computer centre. The staff room also involves computation and internet access facilities for the teachers separately.

4.6 Amount spent on maintenance in lakhs:

i) ICT	0.6
ii) Campus Infrastructure and facilities	4.21
iii) Equipments	NIL
iv) Others	0.42
Total:	5.23

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC of SBSS Mahavidyalaya plays a significant role in this context. Students are made aware of the following through regular discussions and notice board display. Teachers also join hands with IQAC to provide this information in the regular classes as far as possible and help them to follow up with these processes if needed.

- a) Admission norms and courses offered at UG level by the institution.
- b) Year wise updating of text books, reference book.
- c) Available computation facilities (existing as well as newly added)
- d) Scholarship schemes and any other financial assistance programmes organized by the government for the students.
- e) Seminars/workshops organized by the departments.
- f) Opportunities to participate in games and sports events.
- g) NSS events and any other social responsibility awareness programmes organized by the institution.
- h) Filtered water facilities available to the students.
- i) Gender Cell awareness campaigns and seminars.
- j) Special classes on environmental awareness for the students.

5.2 Efforts made by the institution for tracking the progression

Continuous internal assessment practices are carried out to track the progress of students. In this context, monthly tests are taken by each department. Those students who feel difficulties to cope up with the academic standard of the college are provided extra help by the teachers on request. Tutorial classes are organized for the students. The results of students in different internal assessment exams are kept preserved to track the progress and provide proper advice for improvement.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1961	Nil	Nil	Nil

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	967	49.31		994	50.68

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
929	254	534	444	Nil	2161	765	241	488	413	Nil	1961

Demand ratio

Dropout %

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

Yes

The library provides the books required for preparation for competitive examinations.

No. of students beneficiaries

23

5.5 No. of students qualified in these examinations

NET

04

SET/SLET

GATE

CAT

IAS/IPS etc

State PSC

UPSC

Others

02

14

5.6 Details of student counselling and career guidance

College has a counselling cell which counsels the students regarding career opportunities and solves their personal difficulties if any.

No. of students benefitted

23

5.7 Details of campus placement: Nil

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	20

5.8 Details of gender sensitization programmes

The Cell for Gender Sensitization and Sexual Harassment Protection (Internal Complaints Cell) sincerely works to fulfill the objectives of gender equality. Special interactive sessions are organized by the members for the students of each department to create awareness. The issues of female foeticide, child marriage, child labour, violence against women are highlighted in these interactive sessions. The Cell works in accordance to Vishakha guidelines of Supreme Court. No cases were reported during the year.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level

38

National level

Nil

International level

Nil

No. of students participated in cultural events

State/ University level

15

National level

Nil

International level

Nil

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	273	53,457
Financial support from government		
Financial support from other sources	Nil	Nil
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: _____ Nil _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Santal Bidraha Sardha Satabarsiki Mahavidyalay is a rural Co-educational grant in aid College affiliated to Vidyasagar University, Midnapur having arts and science subjects. It is a predominantly female-cum-rural institution for socially disadvantaged, economically backward and minority based area students. Reasonable infrastructural facilities are provided in the modern building with eco-friendly campus. Empowering the socially and economically marginalized class offering an opportunity to quality education. We firmly believe that the students of this locality do have enough potency to contest against students of urban areas provided such mindset is generated within them. This was the prime ambition to establish the college in this area by the then initiators. Irrespective of political parties, initiators of this locality were successful to setup the college in the year 2005. The college has been accredited by NAAC on 2nd May, 2017 with CGPA of 2.55. We have obtained the 2 (f) & 12 B recognition from UGC by the collective effort of staff of the college. Presently, we have 23 Assistant Professors, 23 Approved Part-Time- Teachers (APTTs) and 12 permanent non teaching staff. We are also supported by our Guest Teachers as well as Temporary Non-Teaching Staff. We hope the wishes of God are present with and within us. All the challenges could be overcome in due course of time if we work hard from the point of 'esprit de corps', We must be successful in future. The college regularly publishes its annual magazine "ARANYAK". The mission of the college is inscribed in the College Logo. The symbol of Book with ignited lamp at the centre beautifully reflects our aim to bring all the students of Jungle Mahal in the arena of higher education and to ignite the light of knowledge and wisdom and to promote sustainable development of the community as a whole.

Our Vision and Mission:

- To impart quality based higher education.
- To develop an evaluation system which will actually be a system that how much knowledge has been transferred to the students rather how much ability has been created within them to attend question papers.
- To develop responsible and sensitive youths from diverse cultural, linguistic and religious groups and inculcate social commitments by imparting a panoramic view of the society.
- To lay emphasis on value based education to create human resources with modern view and to the needs foresight who can contribute to the national development by way of catering of the economy, society and the country as a whole.
- To create accountability within to ensure accountability to the society at large.
- To inculcate a sense of responsibility to self and society.
- Application and implementation of every goal and objective would strike the right balance between aims and achievements. Combining competency with conscience and technology with tradition resulting in multi-dimensional growth can be achieved through various quality enhancement measures. The goals and objectives of the institution would be implemented and applied on such a way that they would remove the shortfalls while enhancing quality.

6.2 Does the Institution has a management Information System:

No

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

6.3.1 Curriculum Development

The Institution implements the Syllabus and Curriculum of Vidyasagar University, Midnapur. Since the college is affiliated to this University, there is no scope of development of curriculum on its own.

6.3.2 Teaching and Learning

Although chalk and talk method is the most conventional method used in the classrooms for teaching, especially in Humanities and Commerce Departments, presently teachers are actively using laptops and LCD projectors in the class rooms to make the teaching learning process more interactive. Class room experiments are also demonstrated for the students for better understanding. Some departments use different academic software's ensure advanced learning process. Internet access is provided to students under the supervision of teachers. Remedial classes are organized for the students. Students are encouraged to follow several educational videos available online for better understanding. The learning process is further enriched by Departmental seminars, projects, quiz competitions, debate etc. by each department.

6.3.3 Examination and Evaluation

Institution adheres to the norms of evolution pattern set by the affiliating university. Internal marks are given on the basis of home assignment, projects, class test, term exam etc. Annual examination pattern is followed. CBCS System has been introduced for Science stream in last year.

6.3.4 Research and Development

Basic laboratory facilities, necessary equipments, are provided as far as possible to the faculty members to carry out the research projects. Students of UG courses prepare science projects in their final year which are generally related to research studies.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library uses SOUL (2.04 version) to archive the books present in the library. About 6154 books have been included in the digital database. About 11 educational CDs are also available.

6.3.6 Human Resource Management

The institution sincerely works to prepare the students for their higher studies. The foundation is made at the UG level. Apart from the routine academic classes, the students are also given exposure to sports and seminars. Faculties of this institution are provided a healthy research atmosphere to enrich their academic career. Moreover, they are also opted in different college committees which provide administrative experience to them.

6.3.7 Faculty and Staff recruitment

Teaching and office staffs are recruited by the College Service Commission of West Bengal

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

Admission committee of the institution ensures a justified and proper admission system in the college strictly on the basis of merit. The seat capacity, admission procedure and eligibility criteria are displayed in college website and notice boards well in advance of the date of admission. Online application process is quite transparent, efficient and user-friendly. However, the college arranges for official helpdesks for the applicants. The admitted students are registered under Vidyasagar University, Midnapur.

6.4 Welfare schemes for

Teaching	Nil
Non teaching	Nil
Students	Nil

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done

Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Affiliating University	Yes	Principal, IQAC & NAAC steering committee
Administrative	Yes	Govt regulated Agency	Yes	Principal, IQAC & NAAC steering committee

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes

Yes No

NA NA

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The institution is an affiliated College under Vidyasagar University, Midnapur. Therefore, there is no scope of examination reforms.

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

Not applicable

6.11 Activities and support from the Alumni Association

Yes

6.12 Activities and support from the Parent – Teacher Association

Yes

6.13 Development programmes for support staff

No

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

The College campus consists of profound greenery and well managed landscape gardens in front of the main academic building. Cleaning of campus is a routine job of NSS students. Plantation of flowering plants for beautification is also carried out. NSS has a special programme on “Briksha Ropan” for tree plantation. The campus consists of dustbins for waste collection.

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.

- Seminars, Group discussions & brainstorming are practiced in the classroom for curricular transaction
- Students are encouraged to participate in co-curricular events
- Personality development programme
- Our Santali Department presented their unique Adivasi Culture through an indigenous presentation.
- Manual merit selection procedure is replaced by computerized online system.
- Wide publicity and transparency in admission process
- Construction of a new academic block.
- Establishment of computer laboratories.
- Establishment of departmental libraries.
- Science labs are equipped with instruments.
- Establishment of internet connectivity in different segments of the College.
- Library is in process of automation.
- Faculty of almost all departments uses LCD projectors in classes and has been accustomed to taking classes through Power Point Presentation. All the departments have been provided with Computers and pen drives. The faculty can also avail of the internet facility in their respective departments.
- Installation of audio system in the big classrooms.
- A central purified water plant is installed at the heart of the core campus. Beyond that, a water cooling system and a good number of Aquaguards are installed in different corners of the college.
- Cricket and athletics training in the college campus by appointing professional trainers.
- Implementation of NSS programme through the participation of the students under the guidance of NSS officers of the college.

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

Plan for Action	Achievements
Plan of implementation of RUSA Project	1. Formation of RUSA Project Monitoring

	Unite (PMU) 2. Our college had submitted Detail Project Report (DPR) 3. Long term initiative for infrastructural administrative and academic up gradation of the college
Plan of promotion of research projects	1. A few faculty members are engaged in active research programme. 2. Junior faculty members are encouraged to complete their respective doctoral work. 3. Junior faculty members who have already acquired their doctorate degree are encouraged to apply for research projects from various funding agencies.

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

- | |
|--|
| <ol style="list-style-type: none"> 1. Regular Internal assessment of students. 2. Automation of College Administration and Library |
|--|

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

7.4 Contribution to environmental awareness / protection

<p>The College campus consists of profound greenery and well maintained gardens. Both landscape gardening and maintenance of medicinal garden has been initiated this year. Cleaning of campus is a routine job of NSS students on every Saturday. NSS has a special programme on</p>

<p>Sapling Plantation as environmental awareness initiative. Students of final year graduation courses are encouraged to prepare different projects on environmental conservation, preserving biodiversity and methods of reducing different forms of environmental pollution. Environmental science classes are also organized by the faculty members in this context to create awareness. Special camps are arranged to promote cleanliness awareness in nearby villages.</p>

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:

- The college has been accredited by NAAC on 2nd May, 2017 with CGPA of 2.55.
- Adequate physical infrastructure
- Extensive use of ICT
- Value-based education
- Increasing number of courses and students
- Team spirit and cooperation of the employees
- Large number of enrolled students

- Dedicated and qualified faculty members and staff
- Forward-looking mindset of the management and the democratic setup of the Governing Body
- Satisfactory performance of the students & guardians.
- Research works by the teachers
- Upgraded laboratories with modern equipment
- Effective extension activities through NSS
- Tutorial coaching classes

Weakness:

- Different departments lack spectral instruments required for some advanced practical demonstrations.
- The numbers of classrooms and laboratories are not sufficient.
- Lack of space in the existing classrooms is a major issue. Moreover, the existing laboratories require renovations to ensure appropriate working space and other advance facilities to the students.
- A separate library building for students is also required to provide efficient space for reading.

8. Plans of institution for next year

- In view of the acute space crisis in academic buildings, this year's proposal will be submitted to state government and another two proposal will be submitted for construction of girls' hostel (first floor) and library building to UGC and *Pachimaanchal Unnion Parsad* of West Bengal Government respectively.
- To promote sport Facility College will submit a proposal to state government for fund to construct mini-Indore stadium.
- The college will propose for new post-graduation course to affiliated University.
- Organizing State and National Level Seminars, projects, awareness seminars, quiz competitions and national level competitions in different departments.
- Improving the learning process by implementing modern teaching aids and proper upgradation of the library.

Name: *Dr. Manas Kumar Ghosh*

Name: *Dr. Mantu Kumar Das*

Manas Kumar Ghosh

M. K. Das

Signature of the Coordinator, IQAC

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

Annexure 1

Presentation of Best Practice-I

Title of the Practice: Regular Internal assessment of students

Goal

The goal of introducing the practice is to attract the students to the classes so that they can regularly attend and follow the classes. It is also to assess the performance of the students regularly and suggest them to develop their performance. Ultimately the goal of the practice is to grow an interest of the students to follow the class teaching.

The Context

To make the students regular and attentive in classes and schedule, the internal assessment has been designed at the regular interval of an academic session so that the students have to come to college to cope up them-selves with the system in the present situation. Though it is difficult to implement the practice according to its desired goal, the college is trying its best.

The Practice

The college have introduced a methodical internal assessment system for last eight years. Each student of each year/part has to sit for 2 internal assessments of 10 marks each for every honours paper and 1 internal assessment of 10 each for every general paper. The average marks of 2 Honours papers are taken into account for final University examination. University examination are taken for 90 marks out of 100 marks on each theoretical paper of honours/general. Internal assessment numbers out of 10 marks are sent by college to the university for making the final result of each paper.

Our college has been maintaining its internal examination system methodically. Short term notice are given to the students for taking their examination. Answers scripts are carefully examined and suggestions for developing their performance are also being provided to the students by the departmental teachers.

Evidence of Success

Through the process of internal assessment, the students are coming into close contact of teachers, they are facing the problem of preparing the answers of internal assessment throughout the year. The teachers have a constant look on their performance. And it is evidenced that they have been performing better day by day. Their development is also being reflected in their results in University final examination.

Problems Encountered and Resources Required

The internal system of examination or assessment requires sufficient number of faculty members of each department for preparing the question paper, evaluation or assessment of answer scripts and recording and filling of marks after assessment. The college is at present suffering from lack of teachers in all the departments to achieve the desired goal.

Presentation of Best Practice-II

Annexure 2

Title of the Practice: Automation of College Administration and Library

Goal:

- ❖ To expedite and smoothen the daily operations of college office
- ❖ To improve the quality of services provided to the stakeholders
- ❖ To maintain records of data in a protected way
- ❖ To reduce manual labor and requirement of manpower
- ❖ To provide best possible services in the library
- ❖ To cope up with the rapidly changing scenario of higher education in India and to meet its demands
- ❖ To be commensurate with the quality promotion and sustenance initiatives fostered by the institution

The Context

As one of the premier institutes of higher education in the locality, the college has to deal with more than two thousand students every year. More than seventy employees also work in this institution. The College library also deals with more than ten thousand books. It involves a good number of non-teaching staff to provide services like admission, examination, scholarship and free ship, staff payment, issuing of books etc. to various stakeholders. A good deal of labor is also required for the maintenance of the record of all sorts of data regarding Students' Profile, Results, College Fees, Grants, and Accounts etc. Expertise in ICT is also required to maintain a salubrious relationship with the affiliating University, the State Government and the UGC. But a good number of office Staff was not accustomed to computers and advanced technology. There is also the dearth of sufficient non-teaching staff in the college office and library.

The Practice

Under the above-mentioned context, the College Management and IQAC took initiatives for the automation of college office and library. Some of the practices maintained for this purpose include:

- ❖ The College has procured Smart College Software and installed the same.
- ❖ The State Government has also provided the college Computerization of Salary Account (COSA) software and requisite training for the smooth functioning of the Accounts Section.
- ❖ The College Library has gone for automation through the installation of SOUL software.
- ❖ To accustom the Office Staff and Library Staff with computers and new technology, the College has arranged for the training of Non-Teaching Staff. A good number of Office Staff and Library Staff have been imparted Basic Computer training and Computer Hardware/Software training.

- ❖ For the training of these staff, the College has the provision for financial grants from its miscellaneous fund.
- ❖ A few staff have been trained in the college by the faculty members of the Department of Sciences.
- ❖ Training is also being imparted for the operation of the Xerox machine and Reprography.
- ❖ Computerization has been introduced in fields like Fees Collection, Pay Roll, Accounts, Examinations, Admission, Scholarship, Book Search in Library, Maintenance of Correspondence and Records etc.
- ❖ The College has also installed a good number of new computers with Wi-Fi and Broadband facilities in the office and library.

Evidence of Success

The process of automation of college office and library has created huge enthusiasm among the stakeholders as well as the Non-Teaching Staff. Stakeholders like students, employees etc. are receiving quick and flawless services. Complex processes like Admission, Staff Payment, Examination and Scholarship are now being efficiently and effectively done. All the computers of the Office are connected by LAN. The automation of Library is under process. Yet library users are now becoming able to search their books using computerized catalogue. They can search their books through OPAC and avail of reprographic facilities in the library. The Library is now offering users scopes to access e-books and e-journals. The Non-Teaching Staff are now equipped with necessary knowledge, skill and confidence. Thus the automation process has ensured quality attainment and sustenance by College administration.

Problems Encountered and Resources Required

The main challenges faced during the automation process were that the office staff lacked sufficient self-confidence to shift from manual to automation. The challenge was to overcome the resistance shown by them. When the changeover from manual to automated system was launched in the library and the infrastructure was installed without prior training of the staff, they felt intimidated by it. The Principal organized a meeting in which he motivated and inspired the staff. The IQAC arranged required training for the supporting staff. Professionals were invited to accustom the staff with the operations of the newly installed softwares. Financial and infrastructural resources available in the college were utilized.