

The Annual Quality Assurance Report (AQAR) of the IQAC

AQAR of 2013-14

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, 2013 to June 30, 2014.

Part – A

I. Details of the Institution

1.1 Name of the Institution

MUGBERIA GANGADHAR
MAHAVIDYALAYA

1.2 Address Line 1

Bhupatinagar

Address Line 2

Purba Medinipur

City/Town

Kolkata

State

West Bengal

Pin Code

721425

Institution e-mail address

mugberia_college@rediffmail.com

Contact Nos.

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Name of the Head of the Institution:

Dr. Swapan Kumar Misra

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09002275816

Name of the IQAC Co-ordinator:

Dr. Kalipada Maity

Mobile:

09434611354

IQAC e-mail address:

Kalipada_maity@yahoo.co.in

1.3 **NAAC Track ID** (For ex. MHCOGN 18879)___WBCOGN 13367_____

1.4 Website address:

www.mgmahaviyalaya.org

Web-link of the AQAR:

www.mgmahavidyalaya.org/naac/naac_report.php

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	70.00	2007	2012
2	2 nd Cycle	B	2.62	2013	2018
3	3 rd Cycle				
4	4 th Cycle				

1.6 Date of Establishment of IQAC : DD/MM/YYYY

20.09.2007

1.7 AQAR for the year (*for example 2010-11*)

2013-14

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)

First time, we send the AQAR of the college.

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)

No

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	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text" value="Yes"/>
UGC-COP Programmes	<input type="text" value="Yes"/>		

Any other (Specify)

UGC sponsored

- (i) Equal opportunity centre
- (ii) Entry into service coaching
- (iii) Remedial coaching for S.C/ S.T/ OBC and Minority
- (iv) Career and Counselling cell

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="05"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="03"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="04"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="00"/>
	<input type="text" value="00"/>

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

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

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
Re-accreditation(Cycl2-2),	B-label(2.62 grade)
Language Laboratory in the college.	Yes
Introduction of Nutrition(Honours)	Yes
Initiative to introduce the M.P.Ed course in the college.	On Process
Two smart class rooms	Yes

COP on Business management	Yes.
COP on Yoga	Yes
Proposal to UGC for Foundation course of Human Rights	On Process
Proposal to UGC for B. Voc programme	Not accepted

* 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

Management appreciated the IQAC body. They approved all the decision of IQAC.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	00	00	00	00
UG	20	01	01	00
PG Diploma	00	00	00	00
Advanced Diploma	00	00	00	00
Diploma	00	00	00	00
Certificate	02	02	00	04
Others	00	00	00	00
Total	20	01	01	04
Interdisciplinary	00	00	00	00
Innovative	00	00	00	00

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

Pattern	Number of programmes
Semester	nil
Trimester	nil
Annual	24

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

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.

The decision is taken by Concern University. Some faculty of our college are involve in this programme.

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

Introduction of Nutrition Honours department in the college with 25 seat capacity.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
59	22	04	00	33

2.2 No. of permanent faculty with Ph.D.

14

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
01	19	00	00	00	00	00	00	00	00

2.4 No. of Guest and Visiting faculty and Temporary faculty

23

07

30

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	66	66
Presented papers	3	15	20

Resource Persons	00	01	02
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2.6 Innovative processes adopted by the institution in Teaching and Learning:

Language Lab, Smart class room, Student feedback system, Online access through Infilbnet facility.

2.7 Total No. of actual teaching days during this academic year 205

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

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

02	02	08
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2.10 Average percentage of attendance of students 76%

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.	324		1.6%	68%		92.59%
B.Sc.	54		2.04%	77.55%		93.87%
B.Com.	32		10%	80%		93.75%
B.P.Ed	50		88%	12%		100%

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

- (i) Result analysis, (ii) Class routing (iii) Seminar organization, (iv) Student feedback process

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
UGC – Faculty Improvement Programme	1
HRD programmes	0
Orientation programmes	01

Faculty exchange programme	1
Staff training conducted by the university	1
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
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	21	02	0	09
Technical Staff	01	0	0	03

Criterion – III

3. Research, Consultancy and Extension

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

Yes. As per IQAC suggestion, College introduced INFLIBNET facility in Library and Research Cell .

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	01	01	00
Outlay in Rs. Lakhs	00	890800/-	1354800/-	00

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	09	07	07
Outlay in Rs. Lakhs	147000/-	1807000/-	245000/-	800500/-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	20	3	6
Non-Peer Review Journals	00	2	3
e-Journals	20	01	1
Conference proceedings	02	4	5

3.5 Details on Impact factor of publications:

0.5-4.8	2.0	12	20
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Revised Guidelines of IQAC and submission of AQAR

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	2013-2016	UGC	1354800/-	890800/-
Minor Projects	2013-2015	UGC	245000/-	1807000/-
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects <i>(other than compulsory by the University)</i>	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total			3804800/-	2697800/-

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	00	03	00	00	01
Sponsoring agencies	Nil	UGC	Nil	Nil	College

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 :

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From Funding agency

From Management of University/College

Total

2666800/-

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
00	00	00	00	00	00	00

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

03

03

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

00

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

JRF

00

SRF

00

Project Fellows

01

Any other

00

3.21 No. of students Participated in NSS events:

University level

15

State level

00

National level

00

International level

00

3.22 No. of students participated in NCC events:

University level

00

State level

09

National level

16

International level

00

3.23 No. of Awards won in NSS:

University level	00	State level	00
National level	00	International level	00

3.24 No. of Awards won in NCC:

University level	00	State level	00
National level	00	International level	00

3.25 No. of Extension activities organized

University forum	00	College forum	05		
NCC	03	NSS	04	Any other	02

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

- Pulse Polio Activities
- Traffic Police in Puja Holy day
- Activities in Literacy movement.

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	5.34 acres	00.40 acres	College Fund	25 lakhs
Class rooms	32	07	State Gov.	24 lakhs
Laboratories	14	02	College Fund	900000/-
Seminar Halls	01	00	00	00
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	12	01	UGC, College	235000/-

			fund	
Value of the equipment purchased during the year (Rs. in Lakhs)			BEUP, UGC and College fund	632000/-
Others	Nil	Nil	Nil	Nil

4.2 Computerization of administration and library

Yes

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	24299	-	400	100863/-	24299	-
Reference Books	2000	-	200	40000/-	2000	-
e-Books	180	-	08	4000/-	180	-
Journals	06	-	02	1000/-	08	-
e-Journals	00	-	15	5500/-	15	-
Digital Database	00	00	00	00	00	-
CD & Video	05	-	05	1000/-	10	-
Others (specify)	00	00	00	00	00	00

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	52	32	21	0	0	09	11	0
Added	12	12	0	0	0	0	0	0
Total	64	44	21	0	0	09	11	0

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

Computers and internet access available for teachers and students within campus

4.6 Amount spent on maintenance in lakhs :

i) ICT

1.62 lakh

3.65 lakhs

ii) Campus Infrastructure and facilities

0.42 lakh

iii) Equipments

iv) Others

0.6 lakhs

Total :

6.29 lakhs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Formulation of women Cell according to IQAC guidelines
2. Counselling Cell at the time of admission in various courses including self financing courses
3. Regular meetings among its members emphasising the need for opening up new career oriented courses and also arrange seminars to motivate its pupils.
4. Co-Ordinator and its members were actively participated in various academic meetings and took decisions in respect of students support services.
5. Introduction of Students Feedback system and Hostel Feedback system

5.2 Efforts made by the institution for tracking the progression

1. Efforts being always made to tracking the progression as well as university results of the students in part 1, Part 2 and Part 3 Exam through academic committee meeting in different departments. This system has been supplemented by discussions within TC meeting as well.
2. Every year efforts was taken to analyse and re-asses the feedback reports within departments.
3. To empower the girl students, members of IQAC in association with the Institute formed Women cell . The cell identify various problems both within campus and outside campus and also raise suitable solution of the said problem.
4. Start computerize facility to access the library books for first year students.

5.3 (a) Total Number of students	UG	PG	Ph. D.	Others
	2095	00	00	00

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	1089	51.98%		1006	48.02%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1472	286	06	93	06	1863	1687	263	13	125	07	2095

Demand ratio 1.4 Dropout 10%

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

1. Communicative English
2. Remedial Coaching for SC & ST Candidate
3. Career Counselling Cell
4. Career Oriented Programme

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="Nil"/>	SET/SLET	<input type="text" value="Nil"/>	GATE	<input type="text" value="Nil"/>	CAT	<input type="text" value="Nil"/>
IAS/IPS etc	<input type="text" value="Nil"/>	State PSC	<input type="text" value="Nil"/>	UPSC	<input type="text" value="Nil"/>	Others	<input type="text" value="Nil"/>

5.6 Details of student counselling and career guidance

6. Communicative English
7. Remedial Coaching for SC & ST Candidate
8. Career Counselling Cell
9. Career Oriented Programme

No. of students benefitted

196

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
00	00	00	00

5.8 Details of gender sensitization programmes

No such programme has been initiated yet, but women cell sometimes arranged seminars with parents and teachers to discuss about gender sensitization.

5.9 Students Activities

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

State/ University level

08

National level

01

International level

00

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

14

00

00

Sports : State/ University level

05

National level

00

International level

00

Cultural: State/ University level

01

National level

00

International level

00

5.10 Scholarships and Financial Support

	Number of students	Amount Rs.
Financial support from institution	352	62593

Financial support from government	13	84000
Financial support from other sources	08	21000
Number of students who received International/ National recognitions	00	00

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

From its very beginning the college is committed to its great motto of maintaining qualitative standard in higher education and also in developing the human and cultural values of the students. The institution's mission is enunciated in the Memorandum of Association of the Society, promoting the College. The main aim of the Society was to promote the facilities for higher education among the poor people to develop their intellectual, cultural, social and moral aspects such that the surrounding society in which they live can become a developed one with all respect. The college is trying to transmit its mission from its inception.

In this respect the institution is always trying to take initiative steps in developing human and cultural values of the students and in fulfilling the needs of society. Some such activities are listed below:

1. The NSS and NCC unit of the college always take leadership role to organize various social activities
2. The Music Department and the Cultural unit of the college take initiative role to organize and celebrate different cultural events.
3. In the sports division, the college students play a leadership role in University Inter College sports competition, District and State Level Youth Parliament Competition etc.
4. The B.P.Ed Department of the college took leadership to organize National Meet. As per example, the college organised "XXI West Bengal Inter Physical Education Institutions Cultural & Athletic Meet-2010", Dated 05.02.2010 and 06.02.2010.

In respect of future planning to fulfil the vision, the institution is always trying to take initiative for opening new section and modifying or developing the existing one. For example, the institution aims at

To open M.P.Ed. Course.

To start Honours courses for Botany, Zoology, Physiology, Nutrition, Education etc. which already exist as general courses.

To construct more smart class rooms with all amenities.

To establish the tennis court, up gradation of auditorium etc.

Besides above mentioned plans, the College has targeted to build up its own hostels instead of rented hostel for students coming from remote distances.

6.2 Does the Institution has a management Information System

Yes.

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

6.3.1 Curriculum Development

It is developed from the discussions of Principal with the Teachers' Council followed by approval of those in the Governing Body.

The policy is driven from the beginning of the session. Departments take leadership role to run this policy smoothly.

The quality policy is monitored and reviewed by Principal and Teachers' Council on the basis of students' performance in internal assessment, annual results and success in various competitive examinations.

Principal is the pioneer of decision making as well as executor of the decisions taken by various bodies.

The decision making process includes the following steps:

Proposals taken by various sub committees and wings of the college sent to Principal.

Principal discusses those proposals with the respective committees or wings or in general with all the stakeholders of the college.

Then Principal sits with the Governing Body of the College, the top managerial body. Governing Body, in accordance with the provisions of University Statute, Govt. acts and orders and on the basis of discussions said above finally make the decisions.

6.3.2 Teaching and Learning

- a) Allotment of sufficient class rooms and laboratories.
- b) Purchase of sufficient books, teaching learning aids and lab equipments.
- c) Offering facilities to use modern technology.

6.3.3 Examination and Evaluation

Examination and evaluation pattern as per University guideline.

6.3.4 Research and Development:

- a) Built up infrastructure.
- b) Supplying computer with internet facilities.
- c) Easy access of researchers in the college library with their requisite books and journals.
- d) Financial reward for each National and International publication to encourage in research engagement.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college has a library sub-committee for monitoring the activities of the library

A closed access central library

Computerization of library is initiated with SOUL 2.0 software supplied by INFLIBNET.

Connectivity and reprographic facility. It has recently acquired e-resources.

6.3.6 Human Resource Management

- a) Governing body
- b) Assisting sub committees of G.B.
- c) Teachers' Council
- d) Students, Teachers and Non-teaching staffs forming different executive bodies

6.3.7 Faculty and Staff recruitment

Guest teacher, part time teachers and staff are recruited by the college authority.

Permanent full time teachers are recommended by College Service Commission, West Bengal.

6.3.8 Industry Interaction / Collaboration

No such industry interactions are yet made.

6.3.9 Admission of Students

Publicity of admission made known through prospectus, local news paper and website.

Admission is on merit basis.

B.P.Ed admission as per NCTE norms

State reservation policy adopted in admission. Some seats are reserved for woman in B.E.Ed.

6.4 Welfare schemes for

Teaching	College Co-operative
Non teaching	College Co-operative
Students	Student aid fund , Health Home Scheme

6.5 Total corpus fund generated College -6868570.00+ UGC-3487000.00+State Gov.-4022216.00.=Rs. 1,43,77,786.00

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	University, NAAC	Yes	Academic Committee
Administrative	Yes	Accounts Section of the DPI	Yes	Bursar

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?

The University reform the examination system. Our college follows the said system.

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

Nil.

6.11 Activities and support from the Alumni Association

The Alumni being important stakeholders be actively involved in all the developmental programmes of the College. In view of that the Students of our college have formed alumni association since 2007 with

Registration No. S/1L/46162 of 2007-08. At present the organising body comprises with Dr. Swapan Kr. Misra, president; Mr. Mathuranath Tripathy, Secretary; Mr. Dinataran Tripathy, Treasurer and other executive members. A recent Alumni meeting has been held on 23 sept. 2013. Moreover, it is also decided to invite retired teachers and eminent old students in a regular basis for development planning and other academic related aspects of the college.

6.12 Activities and support from the Parent – Teacher Association

Parents are the important segment of our college. These groups provide us support and money. On the other side, our college organized different activities with the help of parents and local inhabitant such as workshops for Self Help Group, farmers and provide them some solutions towards their agriculture oriented problems. In view of that, in December 2012 our institution organized a one day workshop on “Organic Compost Preparation and Scientific Method for Green Stuff Cultivation” with the help of parents. By putting serious focus on parent’s- relationship we are able to cope up with different issues with strategic action.

6.13 Development programmes for support staff

The college has at present twenty five computers with internet connection and one smart class room to enhance the professional development of its teaching and non teaching staff. The college regularly arranged the state level and National level seminars for their advancement of learning. Also the college has six TV with cable connection for their refreshment.

The institution always look after scopes for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform. The university and Academic Staff College arranges various programmes time to time to refresh and orient the knowledge of academic and non-teaching staff. The staffs have to attend those programmes for their promotion purposes. Recently five non-teaching staff attend computer training programme organized by the university. The teachers often participate in National and International seminars for their advancement of learning and motivating the employees for the roles and responsibility they perform.

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

- (i) Tree plantation by NSS Units and NCC units.
- (ii) Reform of the pond in the college

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.

1. Language Lab, 2013
2. Formation of environmental Cell, 2013
3. Facility of INFLIBNET for different users, 2013
4. Women cell, 2013

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

- a) We sent the SSR to the NAAC for Re-accreditation of the college.
- b) We have completed the extension of Library Building.
- c) We sent the proposal to NCTE for affiliation of M.P.Ed.
- d) We have purchased Books and Equipments for proposed M.P.Ed.
- e) We have completed the computerisation system in Library.

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

Title of the Practice

Regular Internal assessment of students

2. 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.

3. 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.

4. The Practice

The college have introduced a methodical internal assessment system for last six years. Each student of each year/part has to sit for 5 internal assessments of 10 marks each for every honours paper and 2 internal assessment of 10 each for every general paper. The average marks of 5 papers / 2 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.

5. 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 are also being reflected in their results in University final examination.

6. 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.

7. Notes (Optional)

Nil.

Presentation of Best Practice-II

1. Title of the Practice

Students' Aid & Motivation

2. Goal

This is an Aid & motivation of the students to obtain their best possible performance. The college is situated in a rural agriculture based economy area. Most of the students come from the families depend on agriculture only and they are financially backward. Students coming from these families face the financial constraints to complete their college education with a goal or view to help and motivate these students the college introduced and provides a general tuition fee concession and students 'financial aid to the students coming from "Below poverty level" and other financially backward community. The college also provides full free studentship to the students getting highest marks in each discipline. Rewards and prizes are also given away for the good academic performances and performance in annual cultural and sports-games competition to unfold their inherent possibilities.

3. The Context

In order to provide such financial assistance and motivational rewards and prizes, the college is to spend a lot from its limited revenue collected from students. There are also a lot of problems to choose the beneficiaries of assistances and rewards among the huge numbers of poor students coming from "Below poverty level" community. Although the college is trying its best to continue these practices effectively to motivate and help the students to get their best possible result.

4. The Practice

Students are rewarded with prizes (Specially valuable books required for their higher studies) for standing in the position of 1st, 2nd and 3rd in each year for honours and general courses. The prizes are given away to the students in annual cultural function of the college by the distinguished personality of academics. Tuition fee concession and financial help from students aid fund are being provided to the poor and meritorious students in each year. Besides these supports, Teachers council of the college and west Bengal college and

university teachers' association, Mugberia college unit are also extending the hands of help and co-operation to the poor and meritorious students of the college.

5. Evidence of Success

Most of the benefited students coming from the backwards community have been performing better through these practices. Most of the cases, they have been performing better than that of their higher secondary examination. These can be evidenced through the perusal of the result in each year / part of university examination.

6. Problems Encountered and Resources Required

The college has been facing problems encountered by the paucity of funds to continue these practices. The college is situated in rural financially backward area, so the students' strength is not so large that the college can manage the fund for rendering the assistance and rewards to the students from the tuition fees and others fees collected from general students. Only the Gov. (state /central), UGC may provide special grants to finance such practices in the college to make the practices more effective in different plan periods.

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

7.4 Contribution to environmental awareness / protection

Proper electricity management

Check dam construction

Carbon neutrality through tree plantation

Hazardous waste management through drainage system.

7.5 Whether environmental audit was conducted? Yes No

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

8. Plans of institution for next year

(i) Re- accreditation by NAAC.

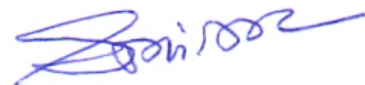
(ii) Open the M.P.Ed course,

(iii) Library extension



Name ___Dr. Kalipada Maity_____

Signature of the Coordinator, IQAC



Name ___Dr. Swapan Kumar Misra_____

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
